



User Registration & Maintenance

RCRAInfo National Implementer Training

July - August, 2000

Revised 8/31

User Registration & Maintenance-- Presentation Outline

- **Overview**
- **Process**
- **Roles & Responsibilities**
- **Offline Demo**

User Registration & Maintenance Overview

■ Three systems needed:

- TSSMS
- OAURS
- RCRAInfo

■ TSSMS

- Time Sharing Services Management System
- EPA/NTSD owned Mainframe FOCUS system for use by EPA authorized staff only.
- ADP Coordinators create accounts to pay for computer resource usage & technical support under EPA Working Capital Fund (WCF).

User Registration & Maintenance Overview

■ TSSMS (cont.)

- Account Managers add/update/delete users & connect them to existing WCF accounts.

■ OAURS

- Oracle Application User Registration System
- EPA/NTSD owned and supported PowerBuilder Client/Server Application for use by EPA authorized staff only.
- OAURS users can add/update/delete User Ids & grant access to select Oracle databases.

User Registration & Maintenance Overview

■ RCRAInfo

- EPA/OSW owned Web-based Oracle application.
- All RCRAInfo users given default READ access to all data in database.
- RCRAInfo DBAs with appropriate System Administration permissions may add/update/delete other users in their State or Region.
- RCRAInfo DBAs assign access permissions by module
 - Level 4: Read, Add, Update, Delete
 - Level 3: Read, Add, Update
 - Level 2: Read, Add
 - Level 1: Read
 - Level 0: None

User Registration & Maintenance Process

■ Step 1: TSSMS

- EPA Account Manager (or backup) logs on to TSSMS to add or maintain user on appropriate WCF account.
 - If new user is added, TSSMS assigns three character user id after basic information about user is provided.
- TSSMS is updated immediately, but overnight batch process is required to create extract database before Oracle application registration can proceed for new users.

■ Step 2: OAURS

- EPA OAURS user logs on to OAURS, searches TSSMS extract database, and grants selected user READ ONLY rights to RCRAInfo test and/or production Oracle database(s) and sets/resets passwords.
- Gives a user rights to query assigned Oracle database(s) via SQL*Net or other ODBC reporting tool.

User Registration & Maintenance Process

■ Step 3: RCRAInfo

- RCRAInfo DBA logs on to RCRAInfo, and utilizes RCRAInfo System Administration/User Maintenance function to grant users permissions by module.
 - Handler
 - Permitting
 - Corrective Action
 - Compliance Monitoring & Enforcement
 - Biennial Report Load
 - User Maintenance
 - Table Maintenance

User Registration & Maintenance

Roles & Responsibilities

■ Headquarters:

- Serve as **RCRAInfo System Manager**.
- Fund & support Regional & State users under HQ WCF
 - Production accounts through 1st quarter FY01.
 - User acceptance testing accounts on continuing basis.
 - Register RCRAInfo users in TSSMS to RITORHQ1 and RIPORHQ1 accounts as requested by Regions.
- Grant proxy rights in OAURS to select Regional staff to assign READ-only role to Regional/State users & assign to accounts (including RITORHQ1 & RIPORHQ1).

User Registration & Maintenance

Roles & Responsibilities

■ Regions:

- Set up Regional & State TSSMS RCRAInfo accounts by end of 1st quarter, FY01.
 - Please don't wait until last minute.
- Validate users currently registered for user acceptance testing.
- ASAP provide list of Regional and State RCRAInfo production users via Email to allen.beverly@epa.gov.
 - Name, User ID, Agency, Phone #
- Keep HQ apprised of updates to HQ production and user acceptance testing accounts.

User Registration & Maintenance

Roles & Responsibilities

■ Regions (cont.)

- Determine Regional personnel who need OAURS access.
 - Send Email request to allen.beverly@epa.gov.
 - HQ will work with NTSD to register users.
- Install OAURS on designated workstations.
 - Work with Regional LAN administrator and Regional Oracle DBA, not HQ/OSW.
- Use OAURS to add and maintain users including password reset requests.
 - **DO NOT** send passwords via Email. This is a security violation--Email is not secure.
 - **Call users directly.**

User Registration & Maintenance

Roles & Responsibilities

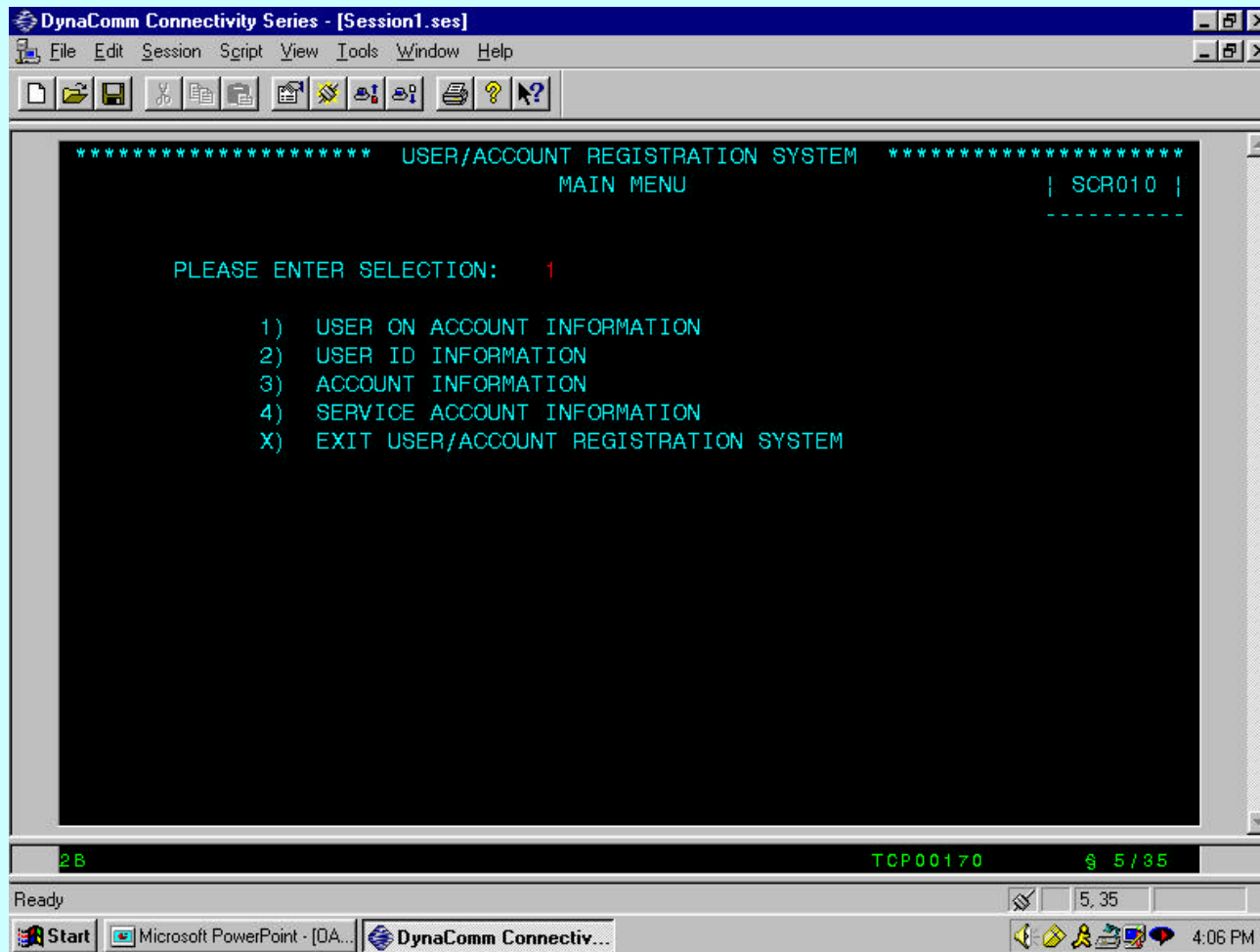
■ Regions (cont.)

- Work with States to develop method for user verification.
 - Region should be sure that a state person requesting access is a valid requestor.
 - Process deletes promptly.
- Add/maintain users in RCRAInfo.

■ States

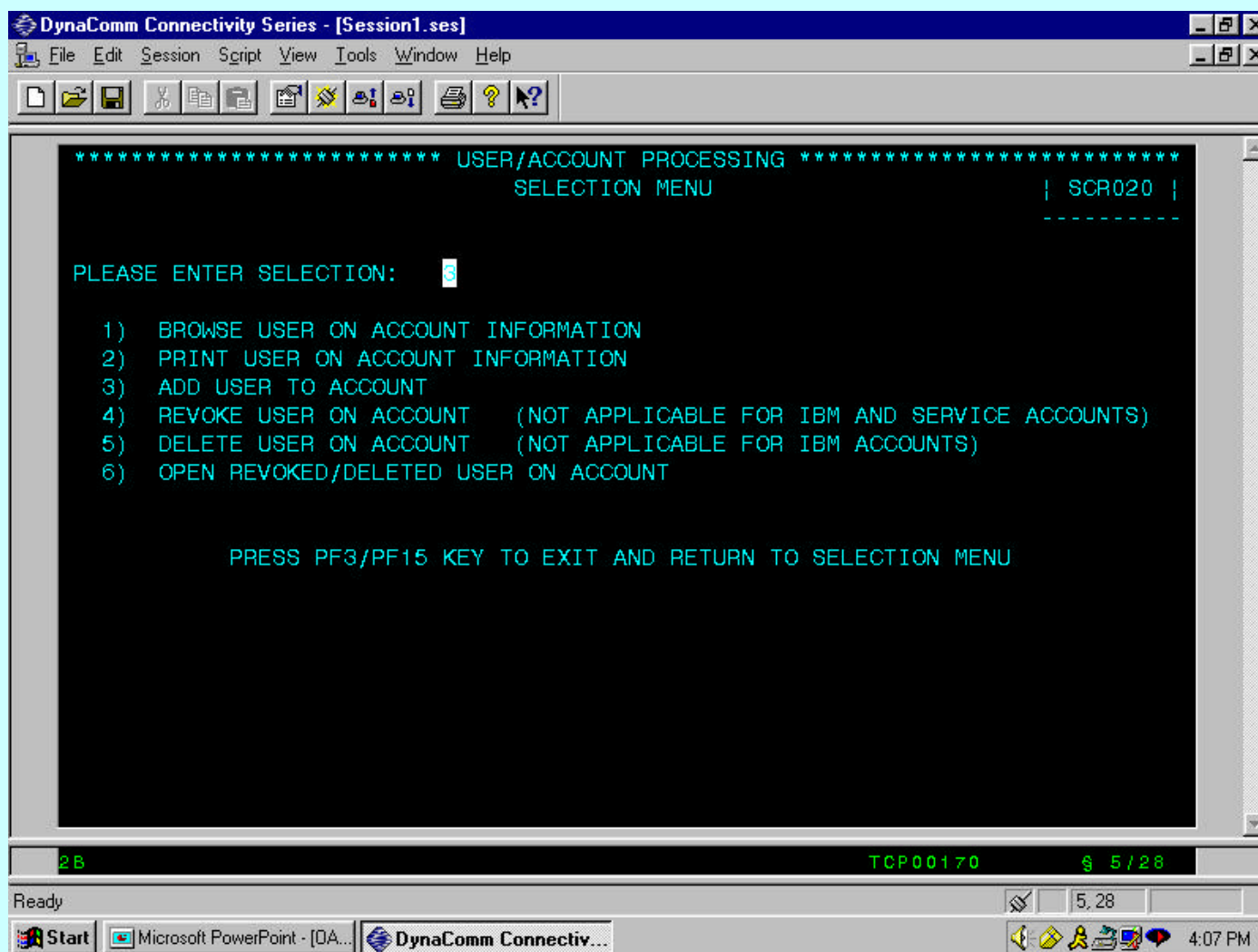
- Email RCRAInfo user registration & maintenance requests to Regional contact.
 - Regional contacts will forward to HQ for TSSMS processing until Region/State account structure is in place.
- Maintain users in RCRAInfo.

TSSMS Demo--Add User On Account



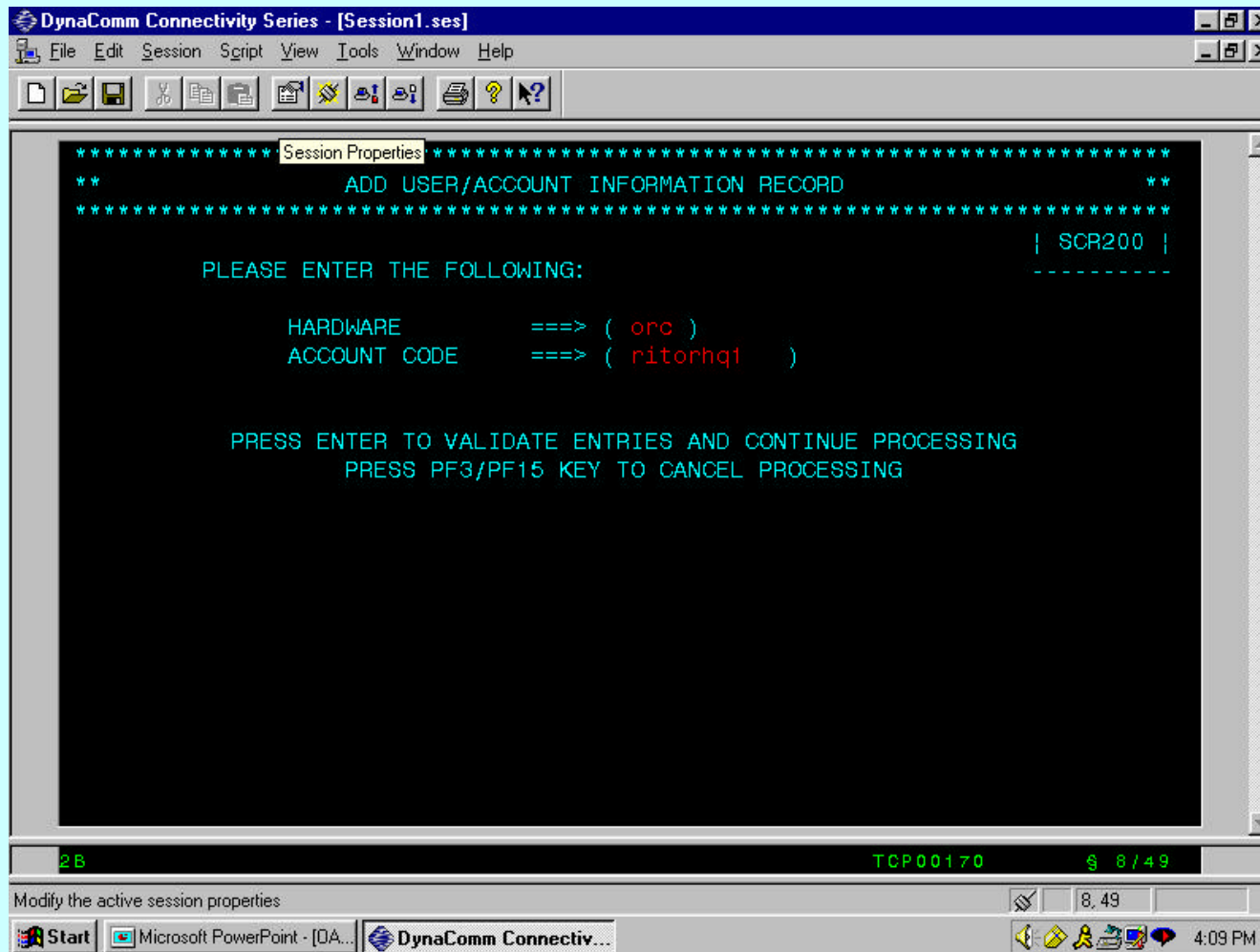
- Select Option 1: User On Account Information

TSSMS Demo--Add User On Account



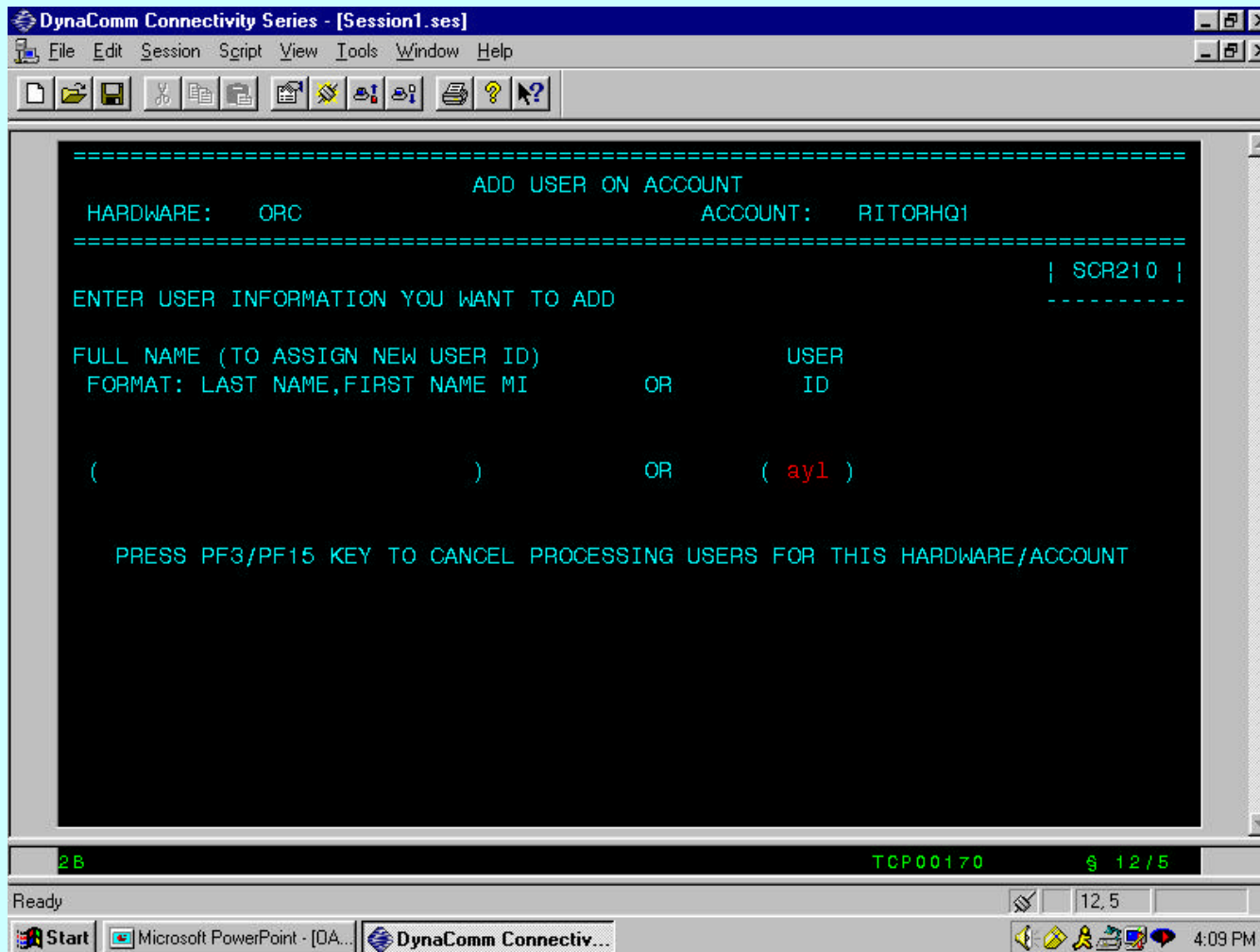
- Select Option 3: Add User On Account
- Note: Select Option 4 to delete a user.

TSSMS Demo--Add User On Account



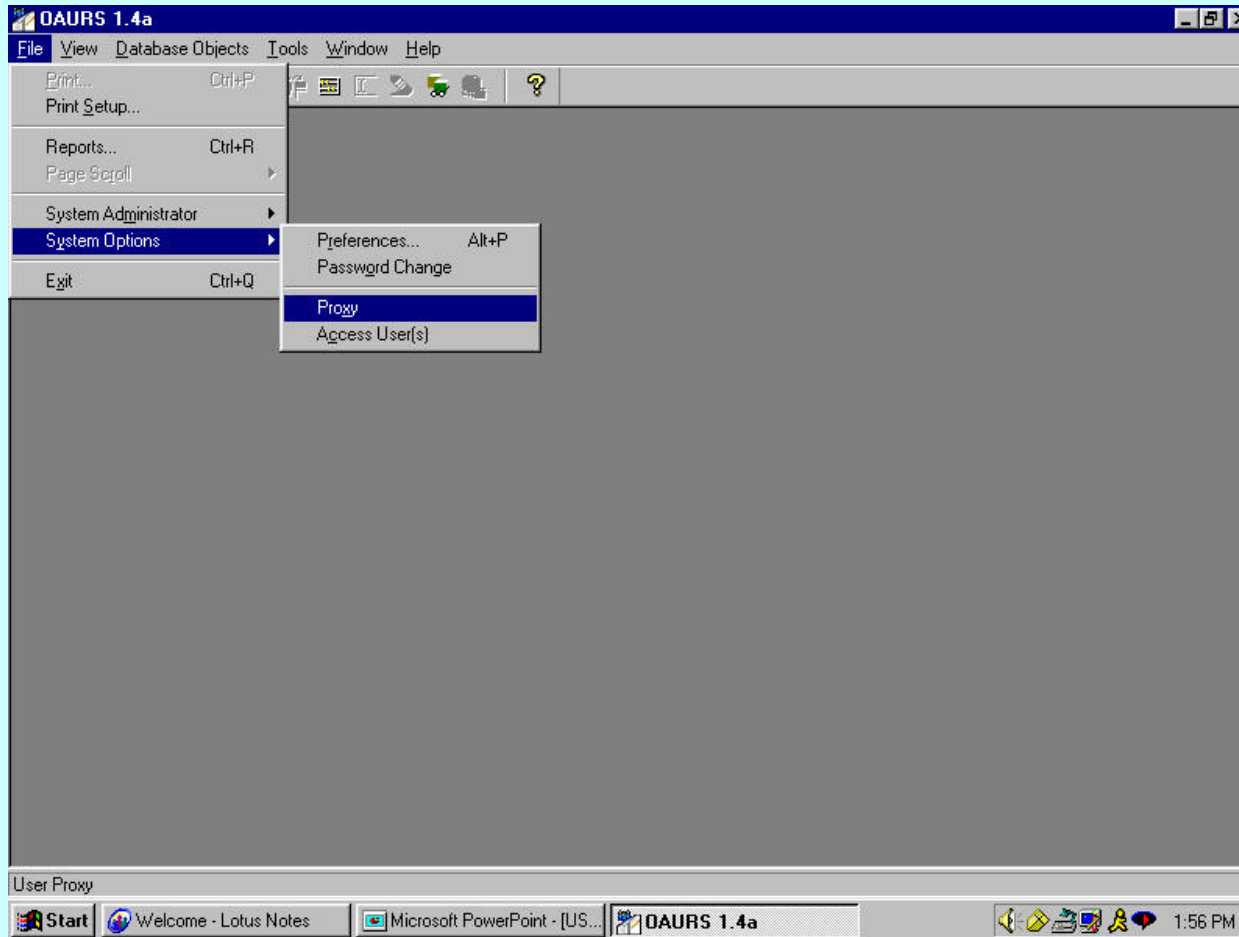
- Enter Hardware & Account codes.

TSSMS Demo--Add User On Account



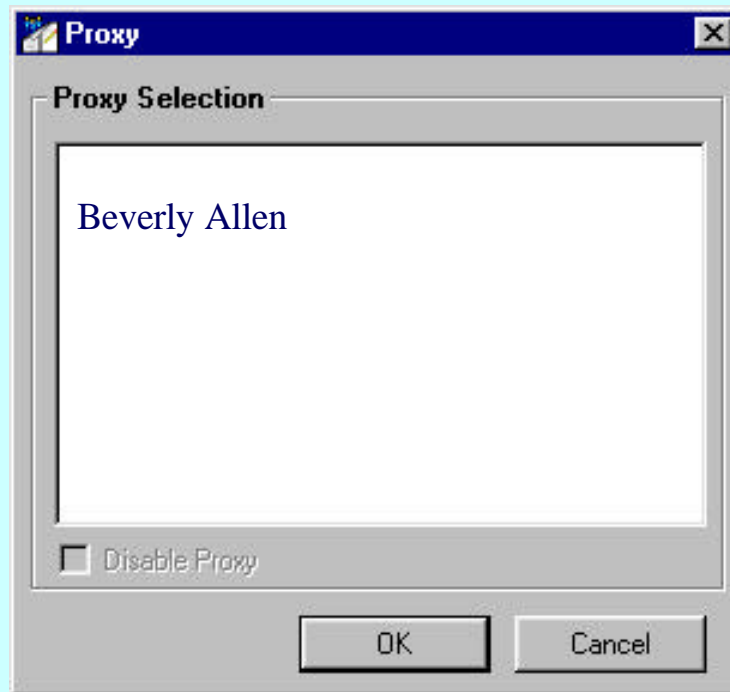
- For existing user, supply USER ID.
- For new user, supply name.
- Overnight batch job processes request(s).

OAURS Demo--Register New User



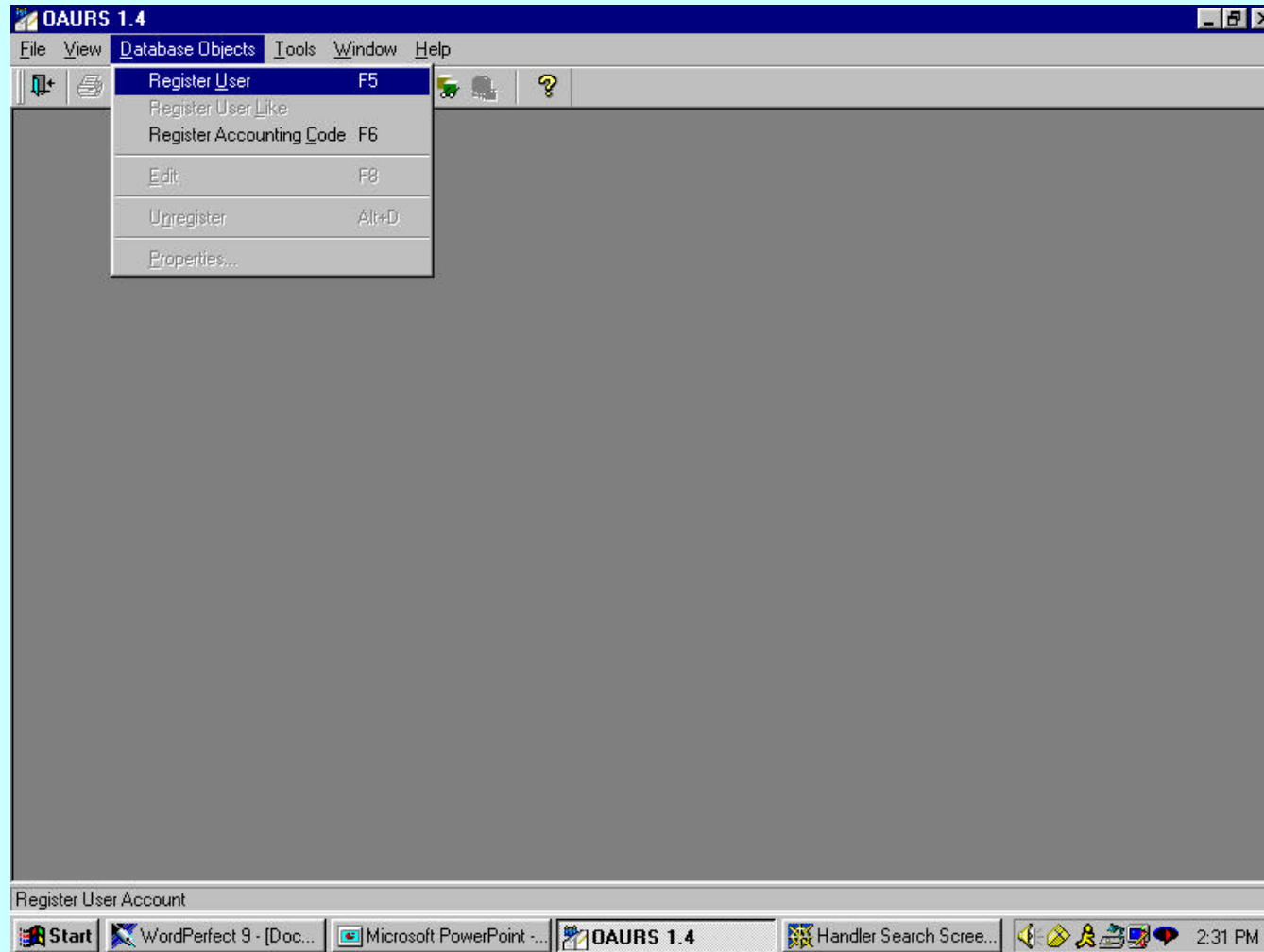
- Log on to OAURS; Select File, System Options, Proxy.

OAURS Demo--Register New User



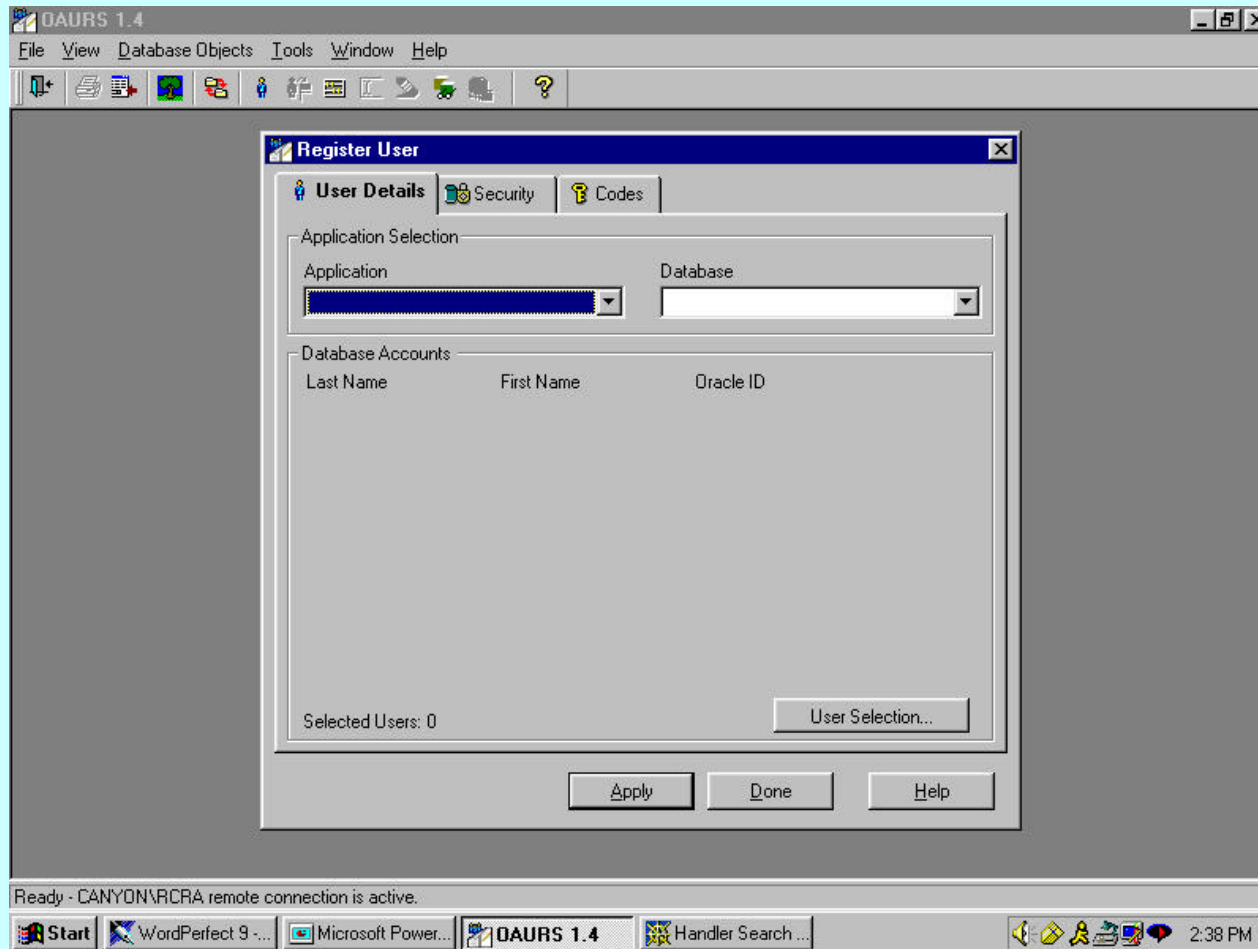
- Click on name of person who granted you proxy rights to register RCRAInfo users in OAURS.
- Click **OK**.

OAURS Demo--Register New User



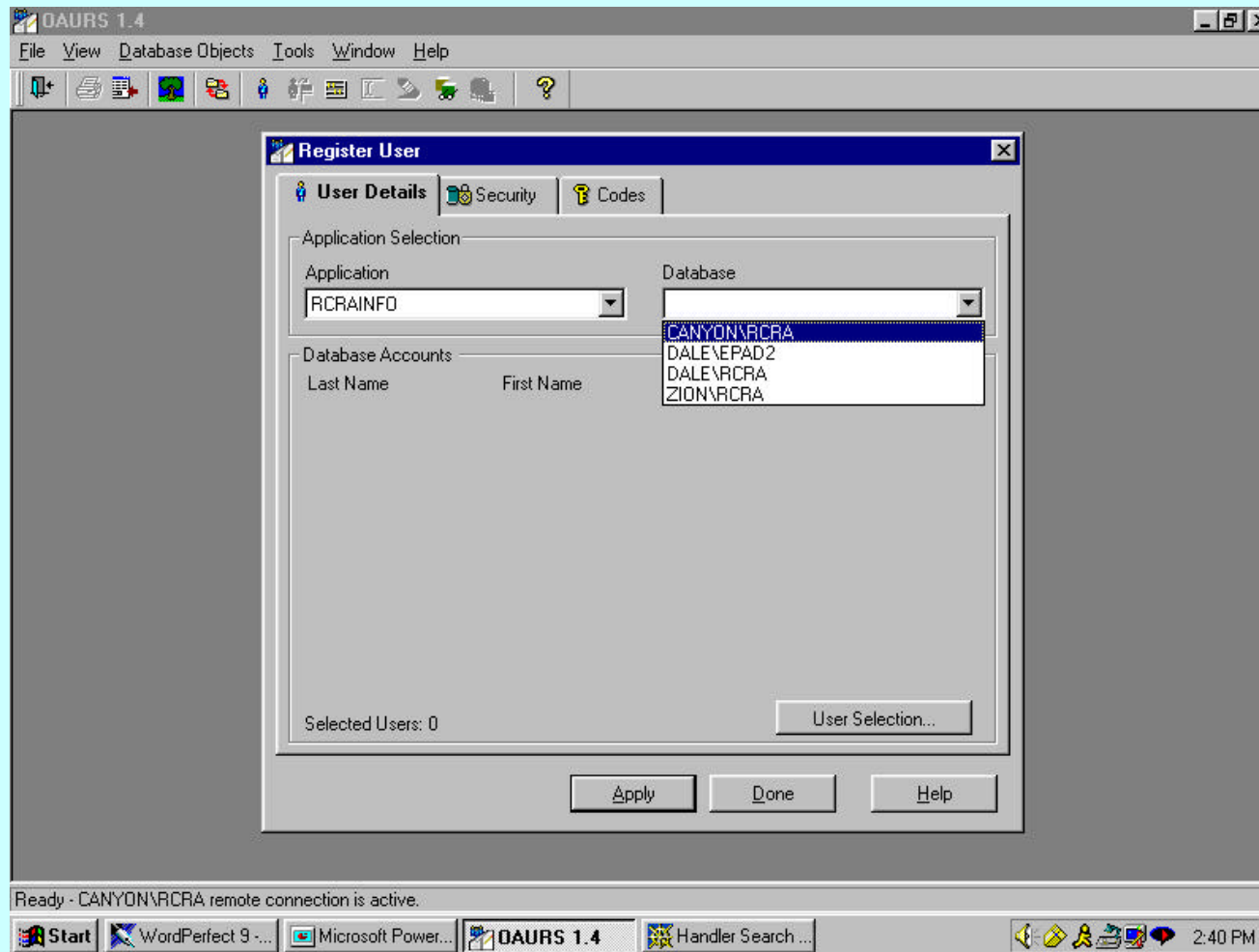
- Click Database Objects; then click Register User.

OAURS Demo--Register New User



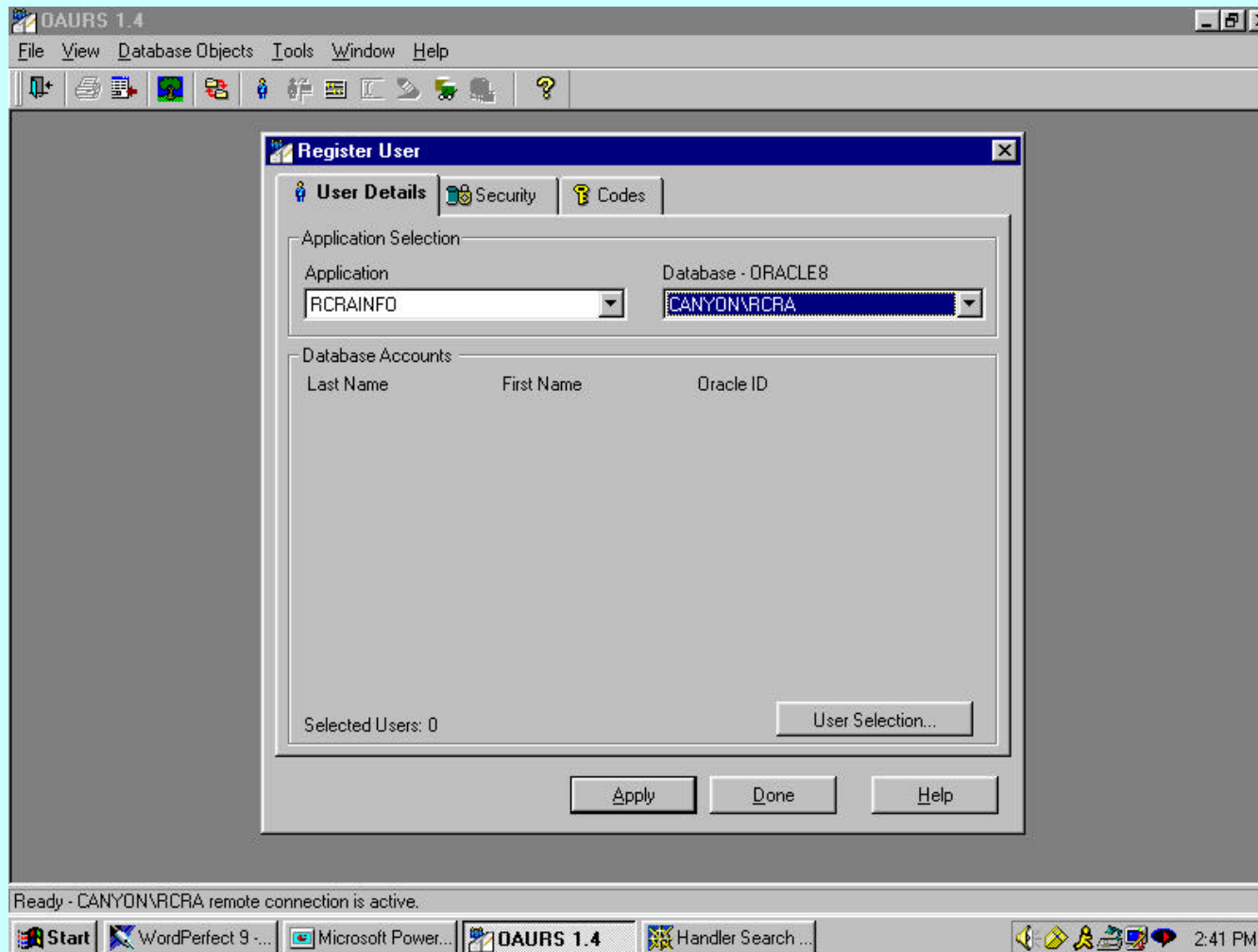
- Click on **Application** drop-down box.
- Note: If you have not completed the proxy step, drop down boxes will be blank.
- Select RCRAInfo application.

OAURS Demo--Register New User



■ Select a Database

OAURS Demo--Register New User



- Wait for remote connection to be established to selected Oracle database.
- Click on **User Selection**.

OAURS Demo--Register New User

User Selection

Search User

☒ TSSMS System - Global
☐ Users on CANYON\RCRA
☐ Display Your Current Selection

Last:
First:
TSSMS ID: ayl
Assigned Account:

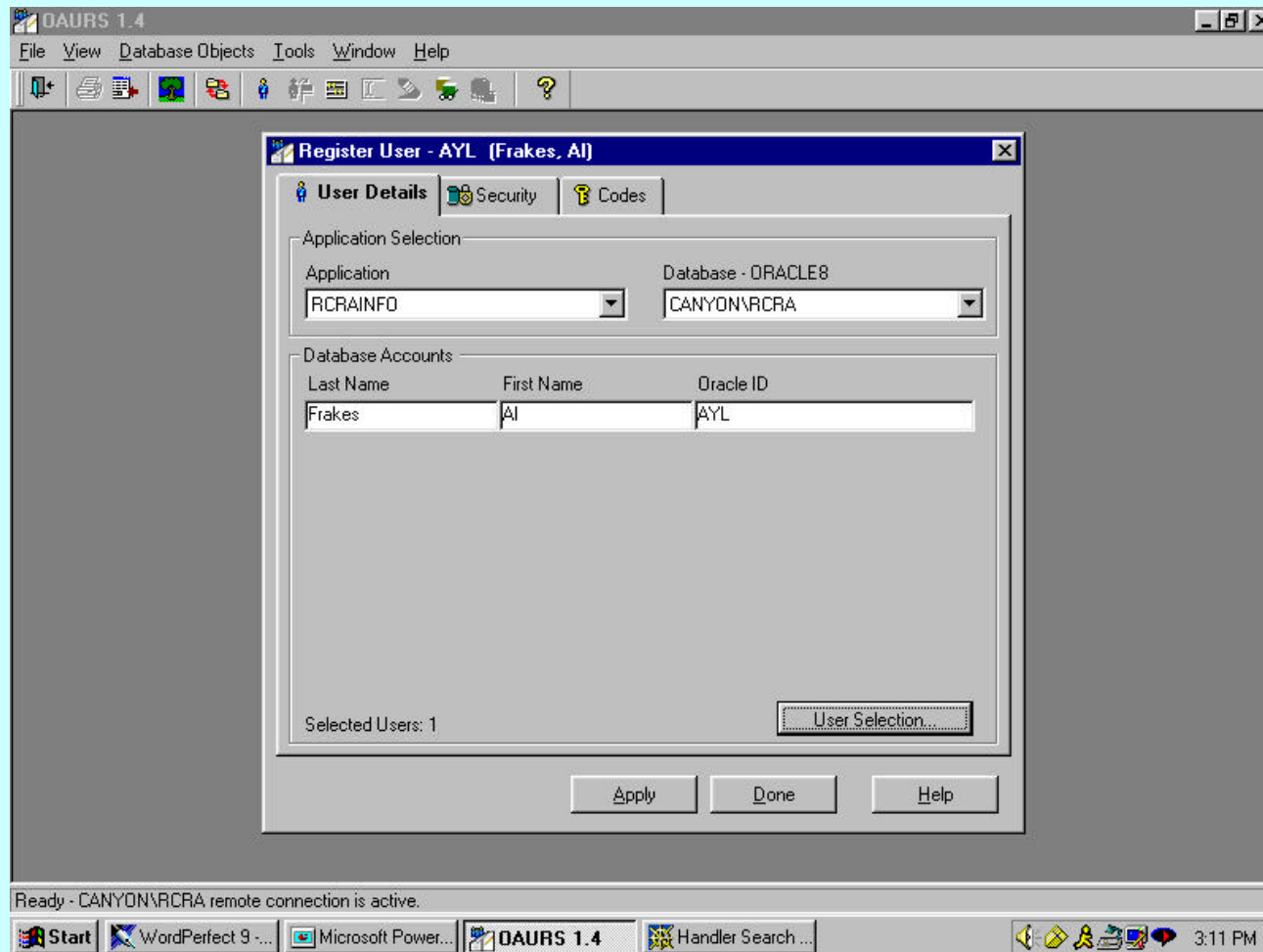
User Name	TSSMS ID
Frakes, Al	AYL

Ready - CANYON\RCRA remote connection is active.

Start WordPerfect 9... Microsoft Power... OAURS 1.4 Handler Search... 3:10 PM

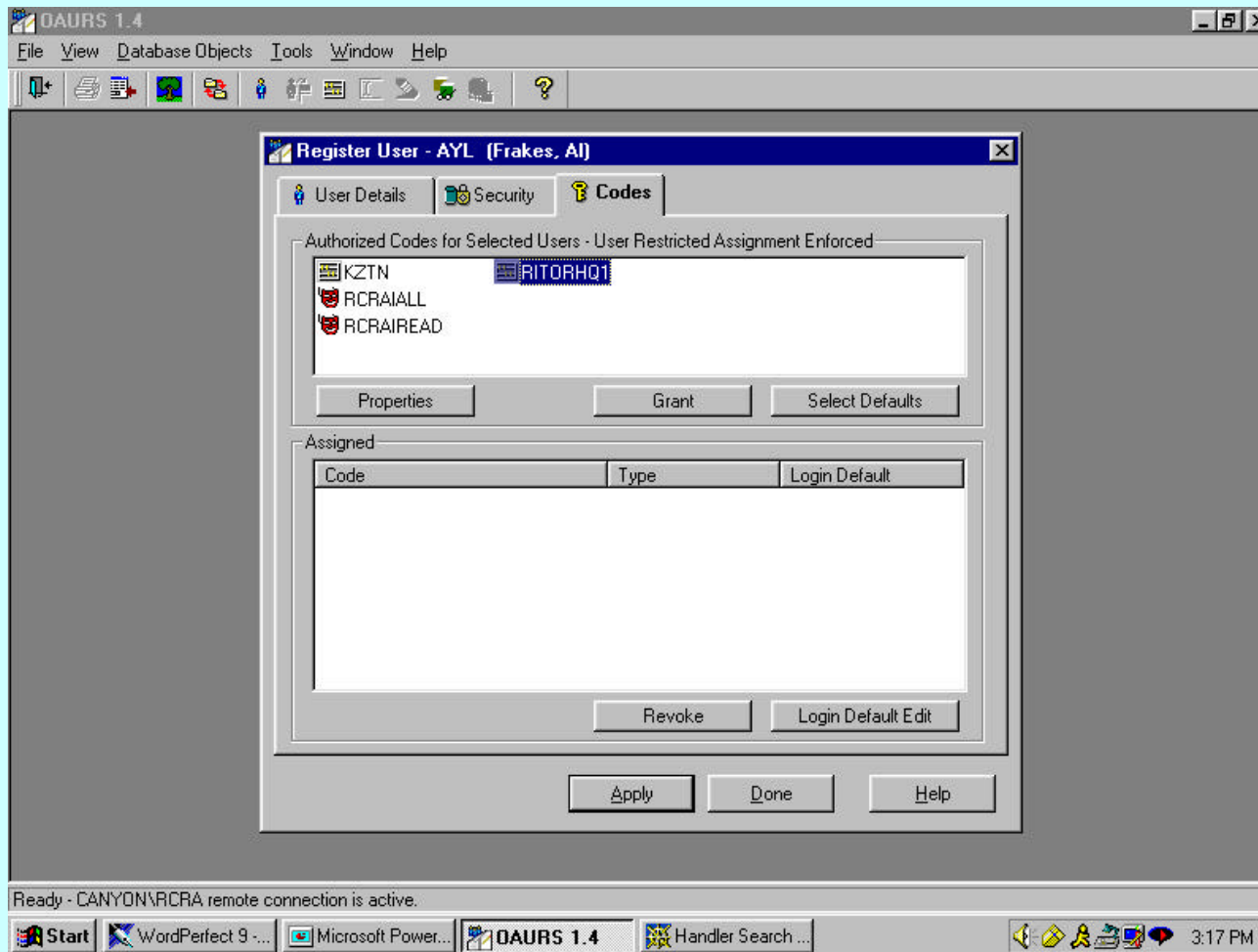
- Supply TSSMS ID or name.
- Click Search.
- Highlight search result.
- Click Add
- Click Done

OAURS Demo--Register New User



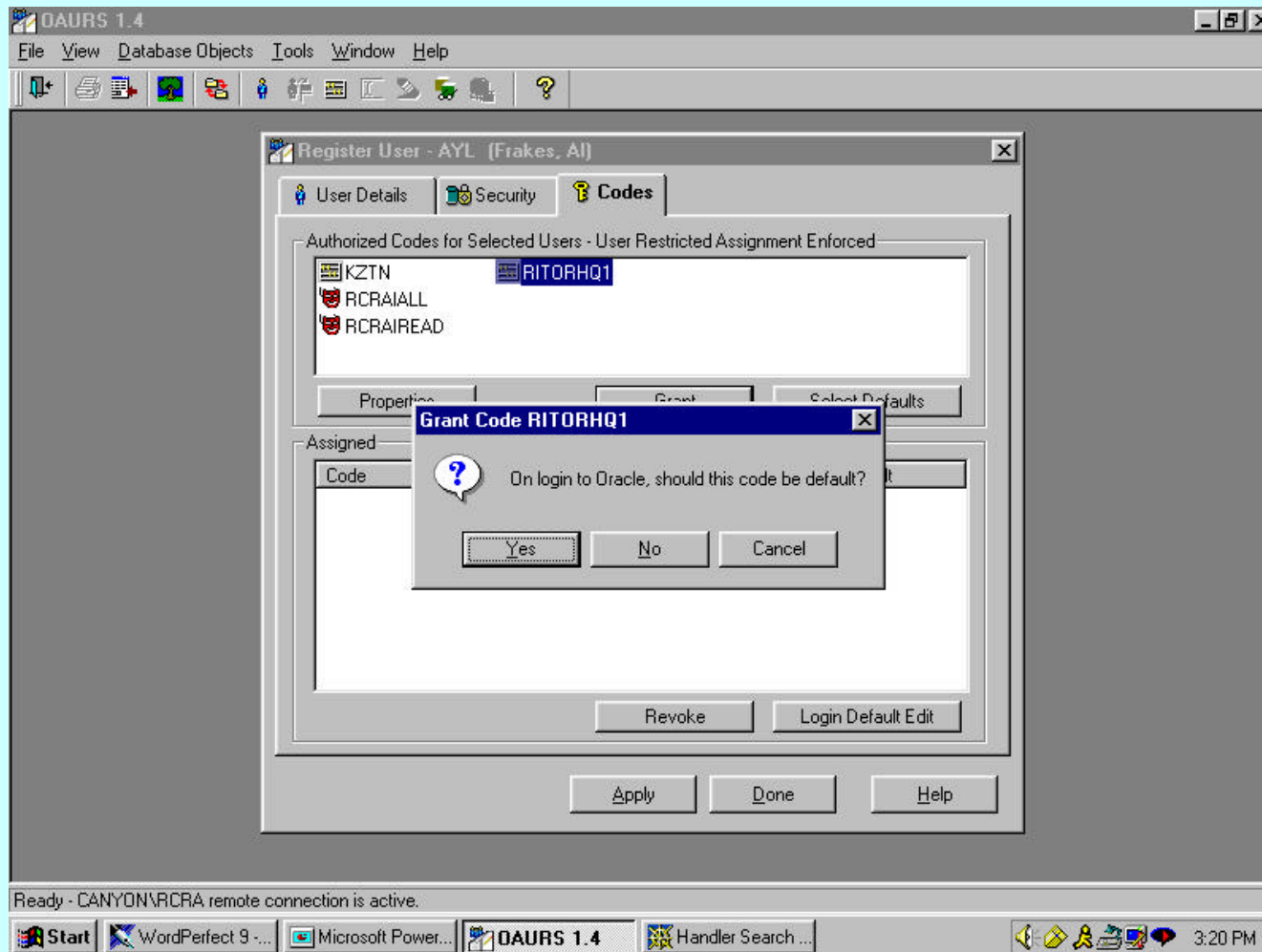
- You are ready to register user & assign initial password.
- Click on **Codes** tab to assign user to default account and Oracle role.

OAURS Demo--Register New User



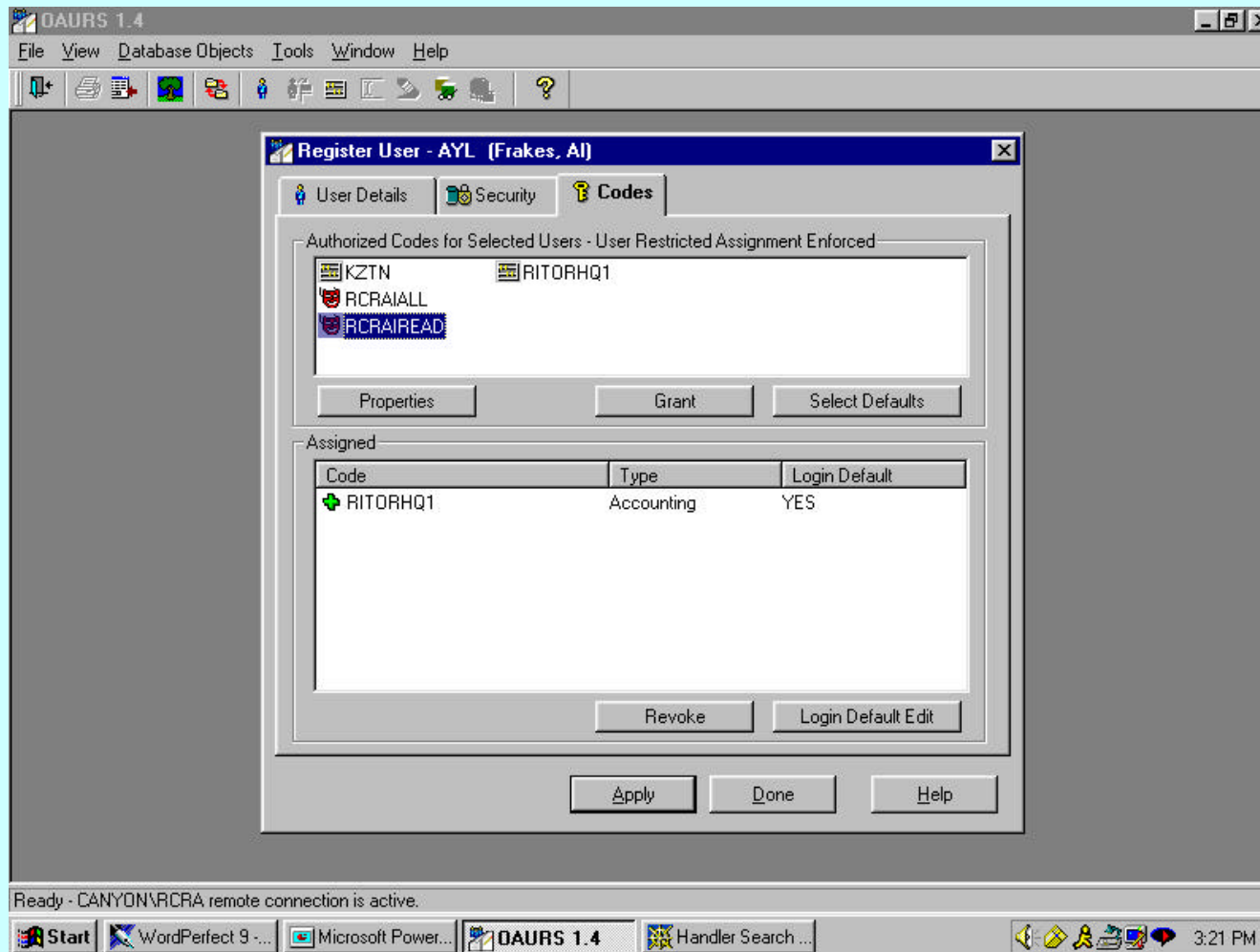
- Click on account.
- Click Grant.

OAURS Demo--Register User



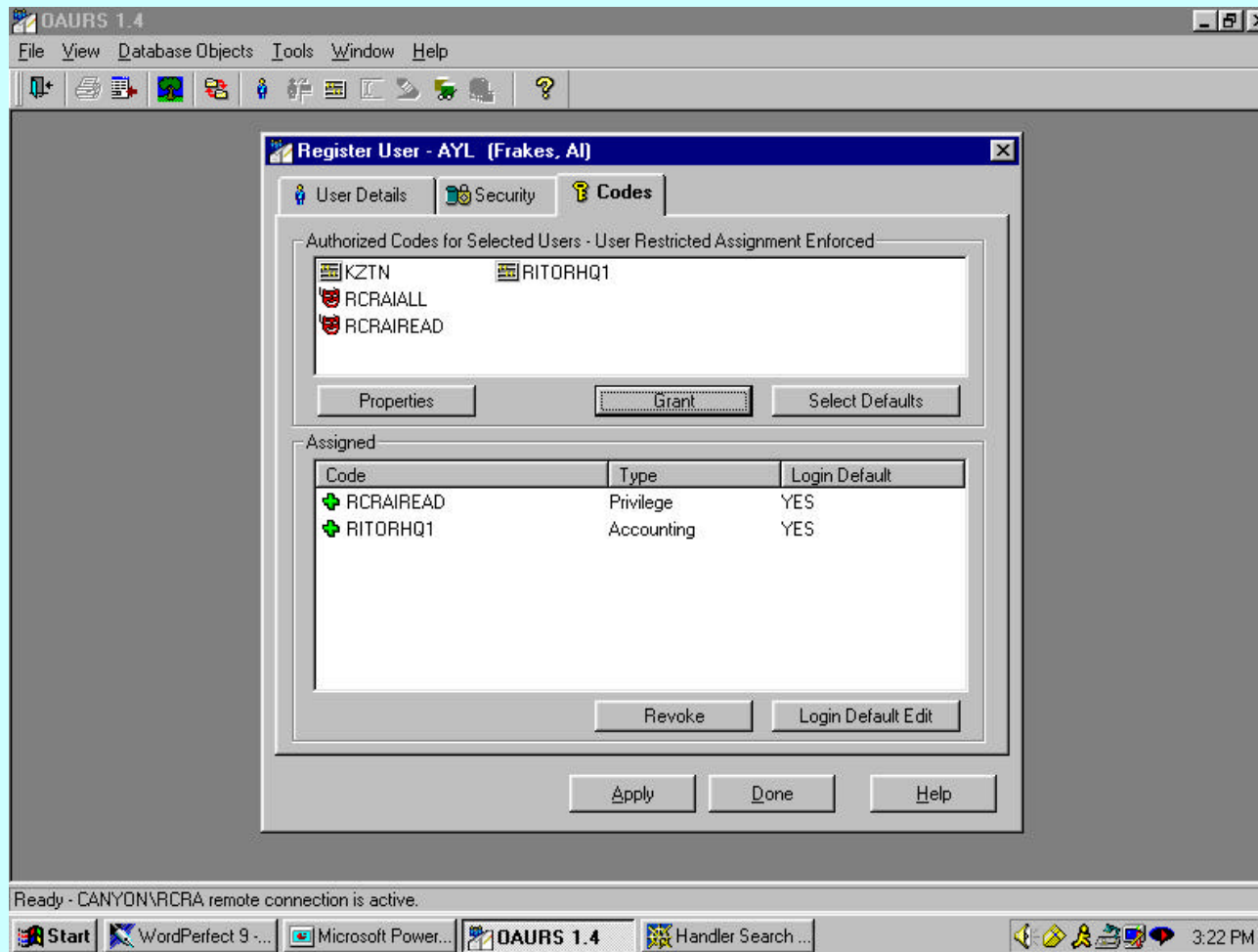
- Click Yes.
- One account must be designated the default logon account.

OAURS Demo--Register User



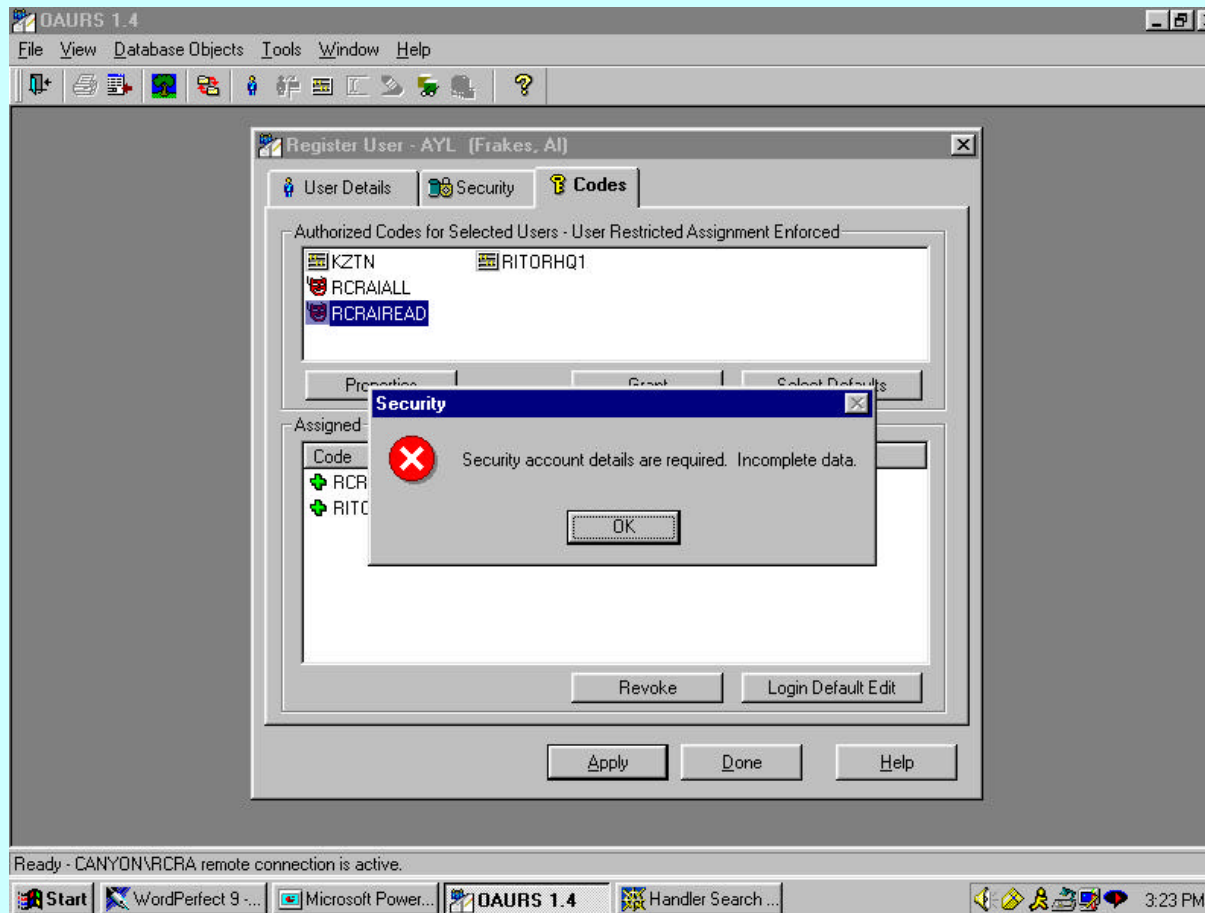
- Assign user role of RCRAIREAD which gives user READ ONLY rights to Oracle database.
- Click **Grant**.

OAURS Demo--Register User



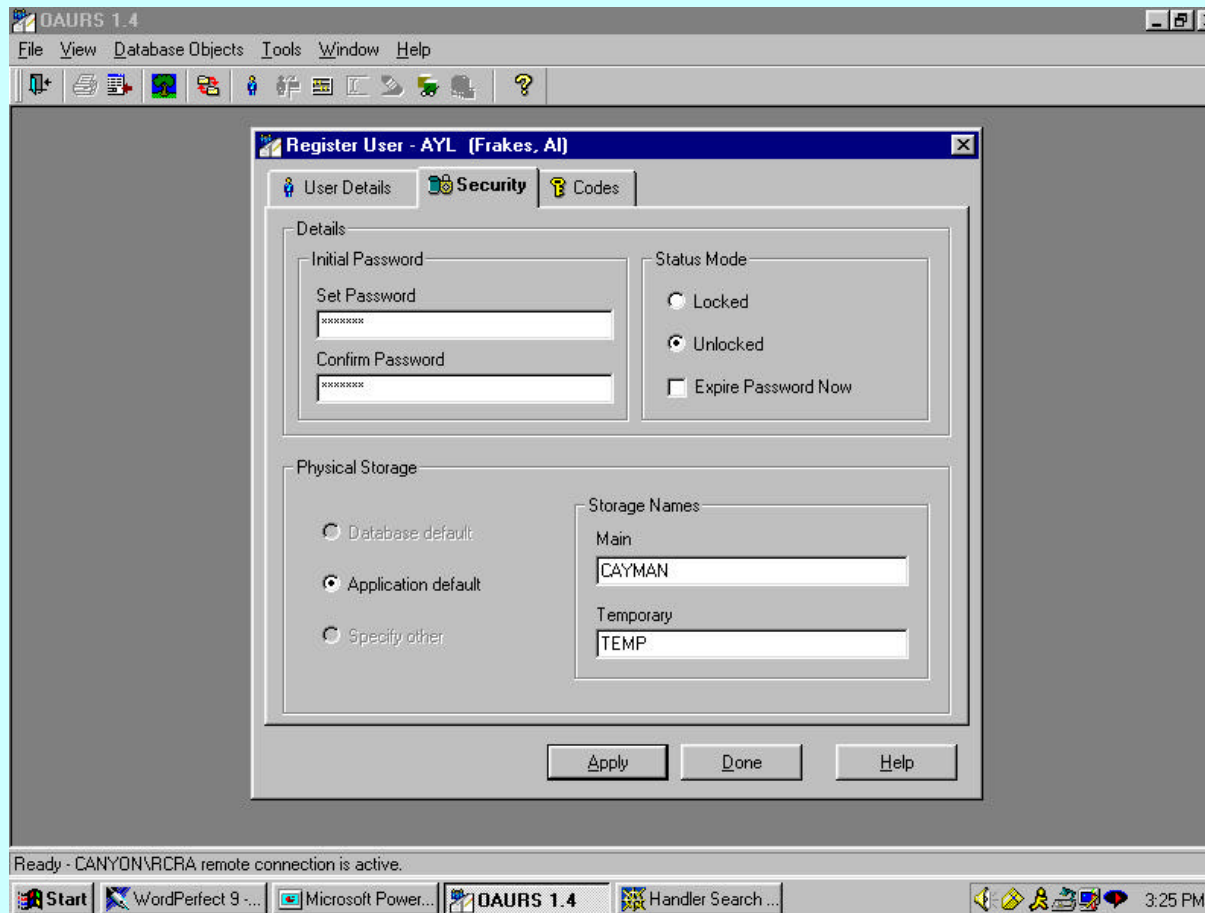
- If you click **Apply** now...

OAURS Demo--Register User



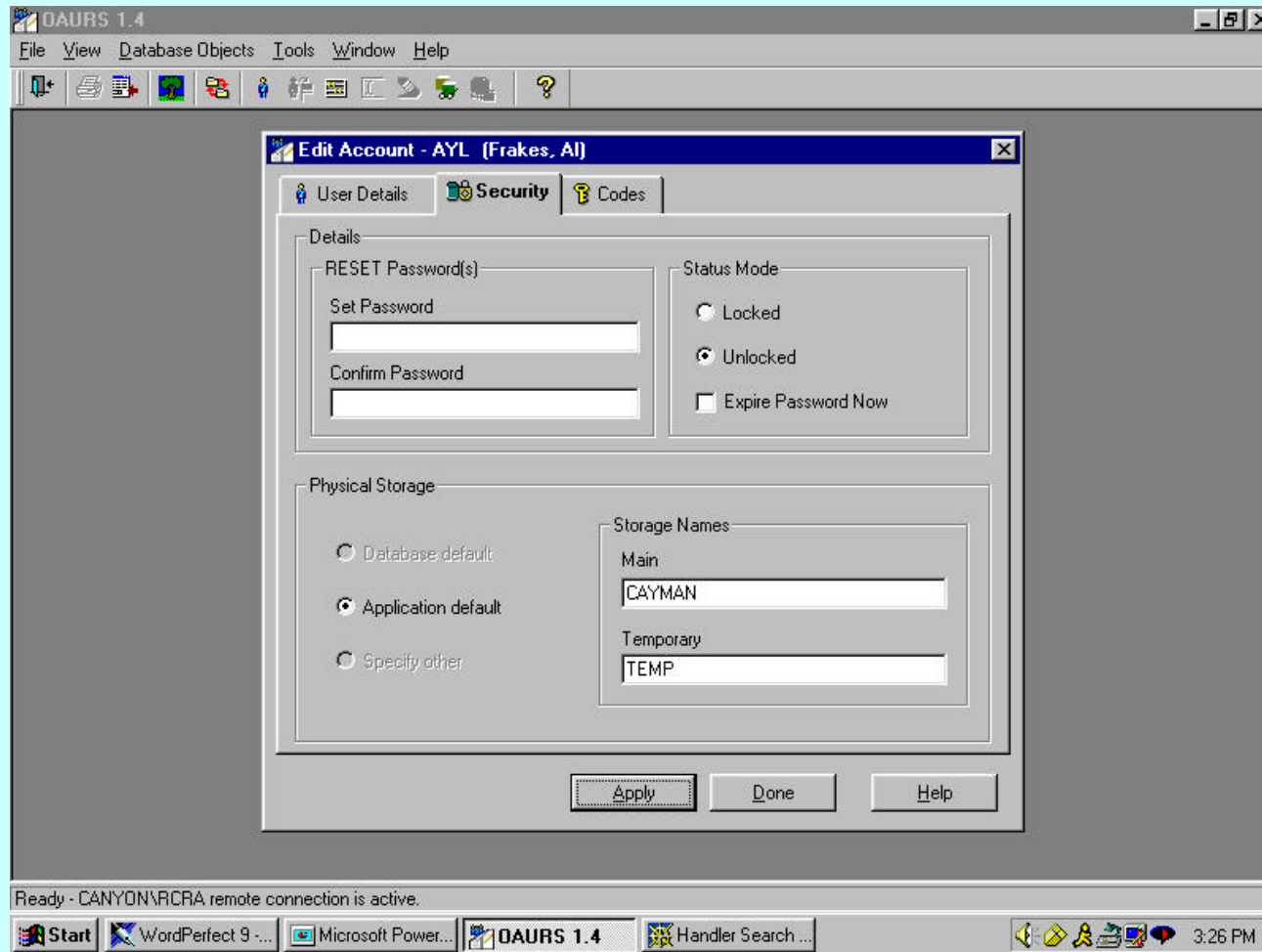
- You get an error message.
- You must set password too. Click **Security** tab.

OAURS Demo--Register New User



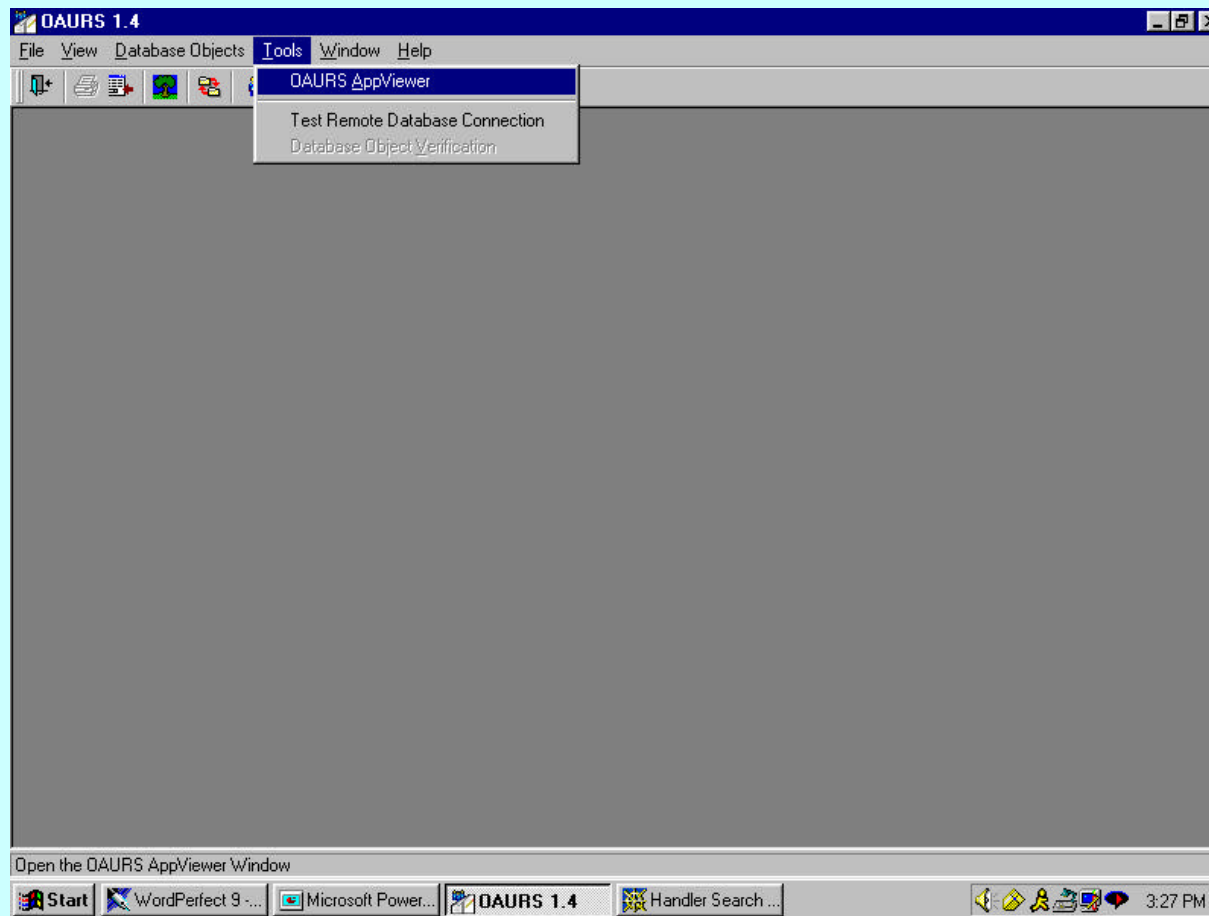
- Set initial password. Now you can click **Apply**.

OAURS Demo--Register New User



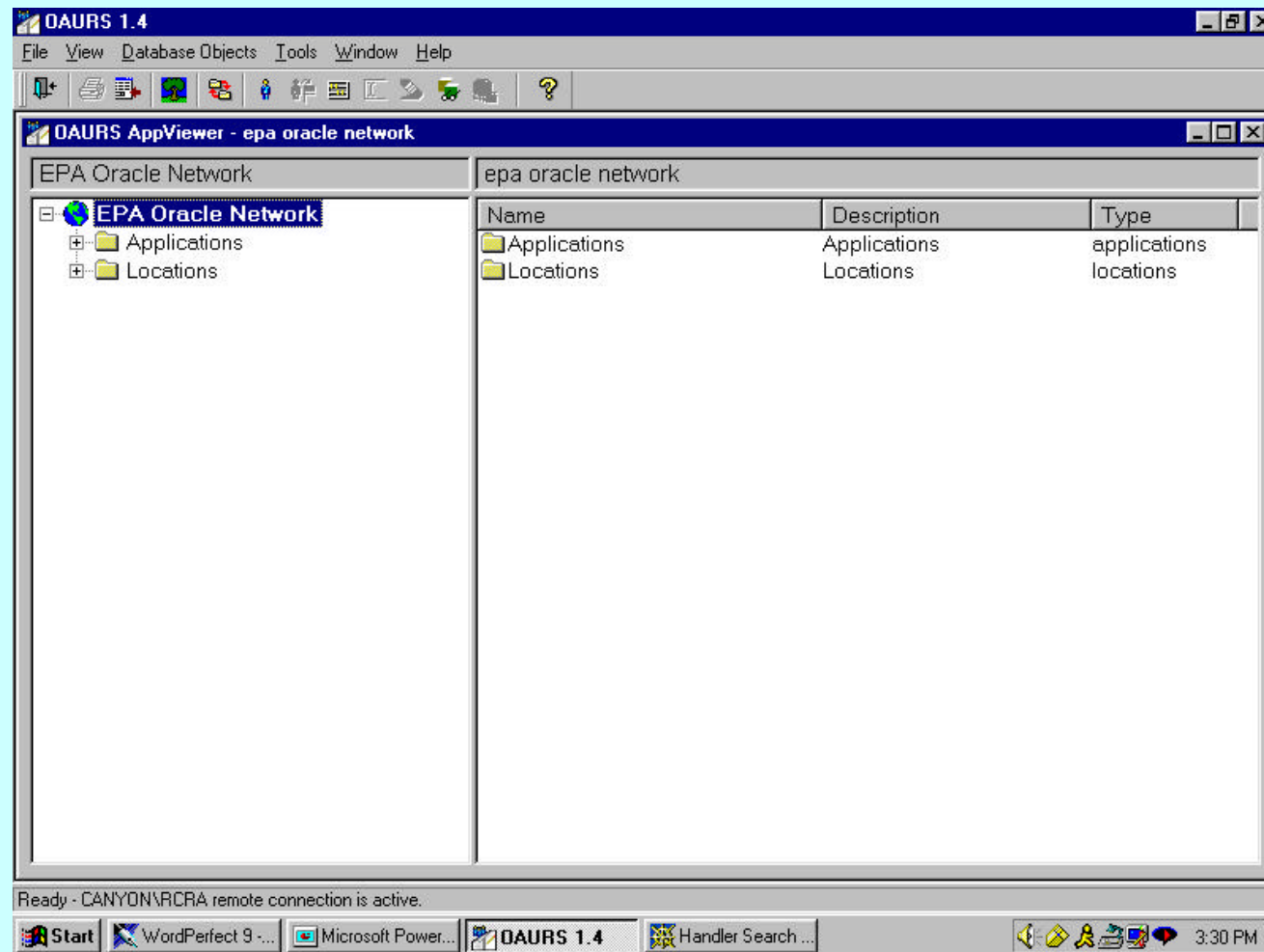
- OAURS will validate password & register codes.
- Click **Done** to complete New User registration process.

OAURS Demo--Maintain User



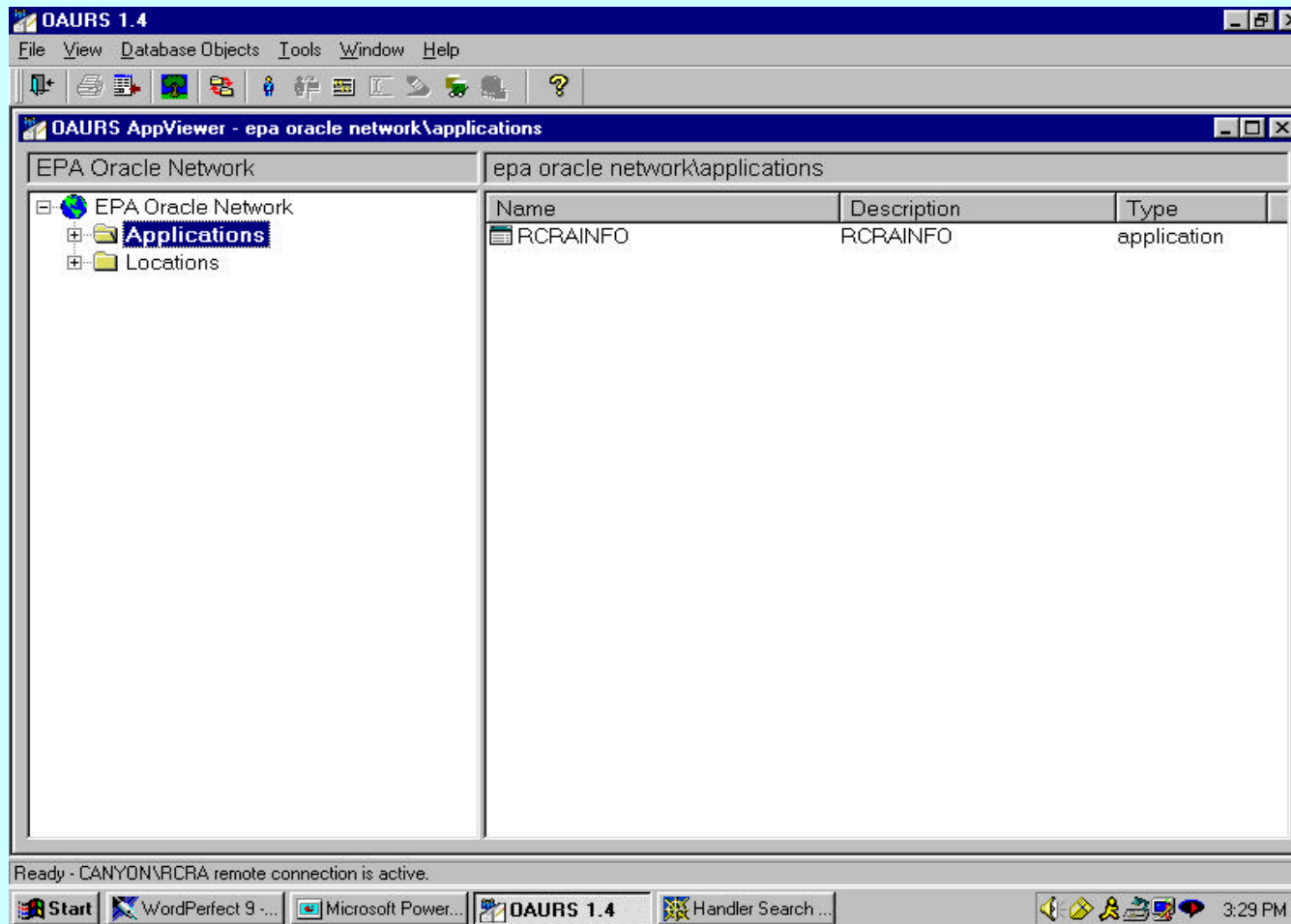
- Click Tools; then OAURS Appviewer.

OAURS Demo--Maintain User



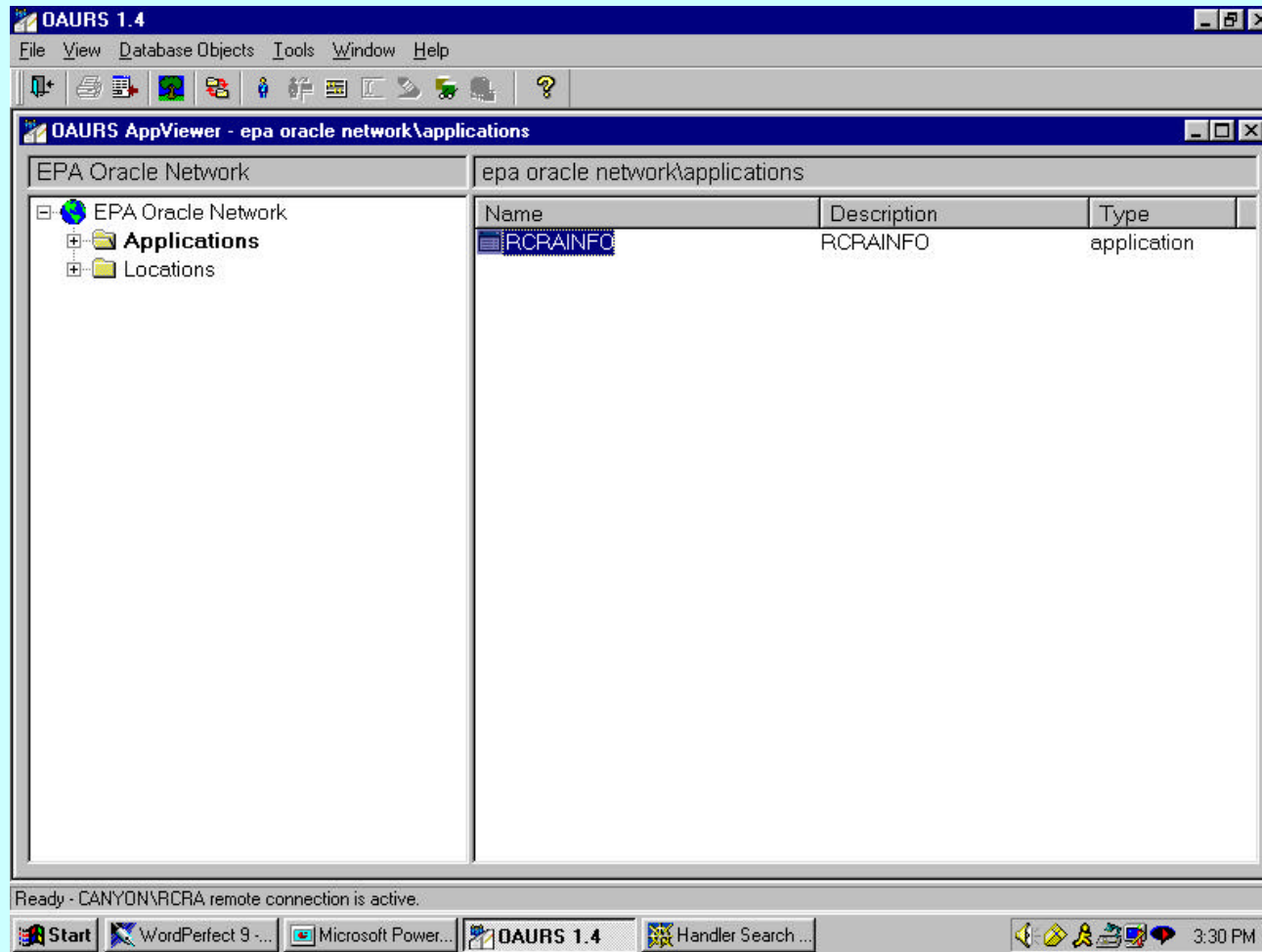
- **Select Applications.**

OAURS Demo--Maintain User



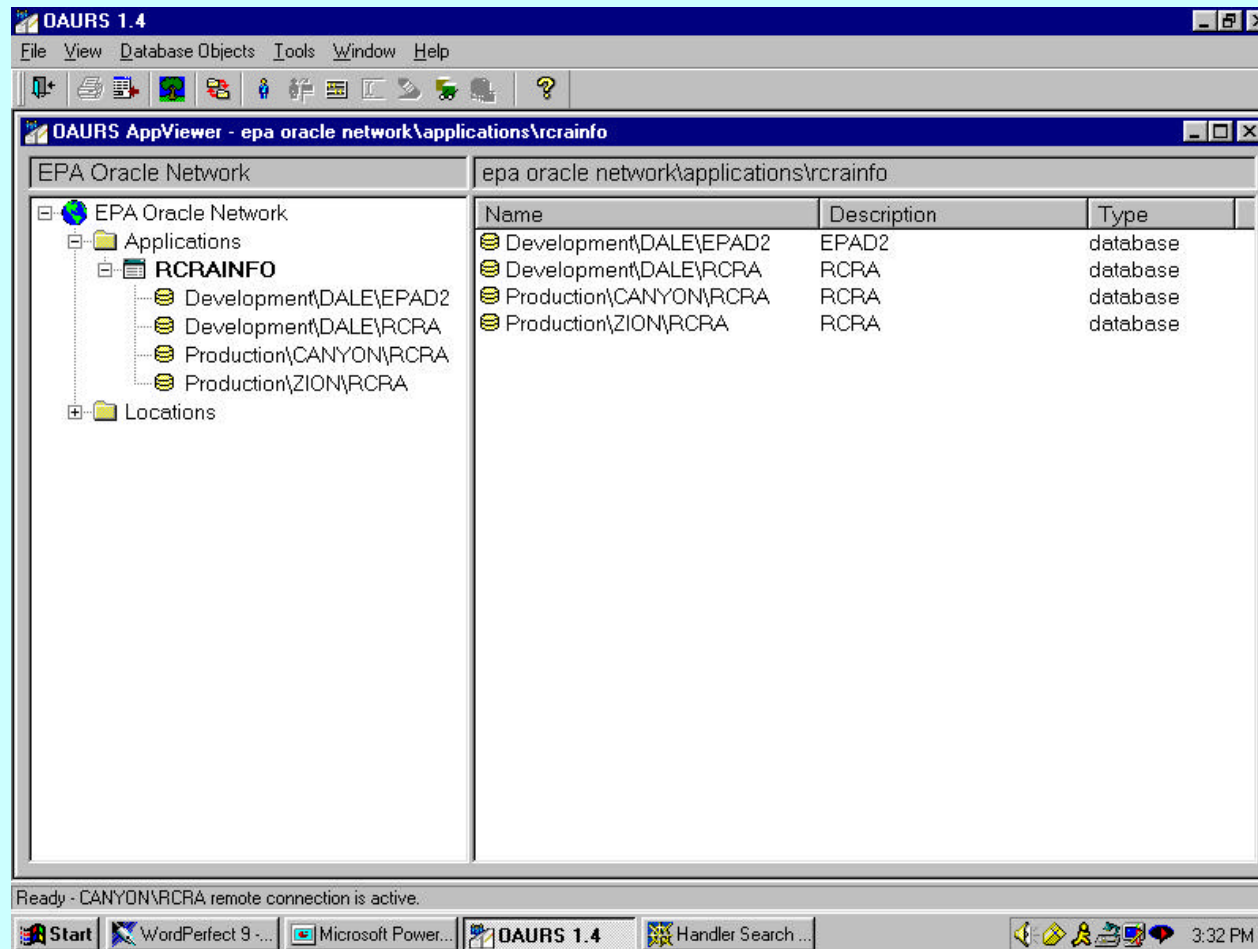
- Only applications authorized for your User ID appear.

OAURS Demo--Maintain User



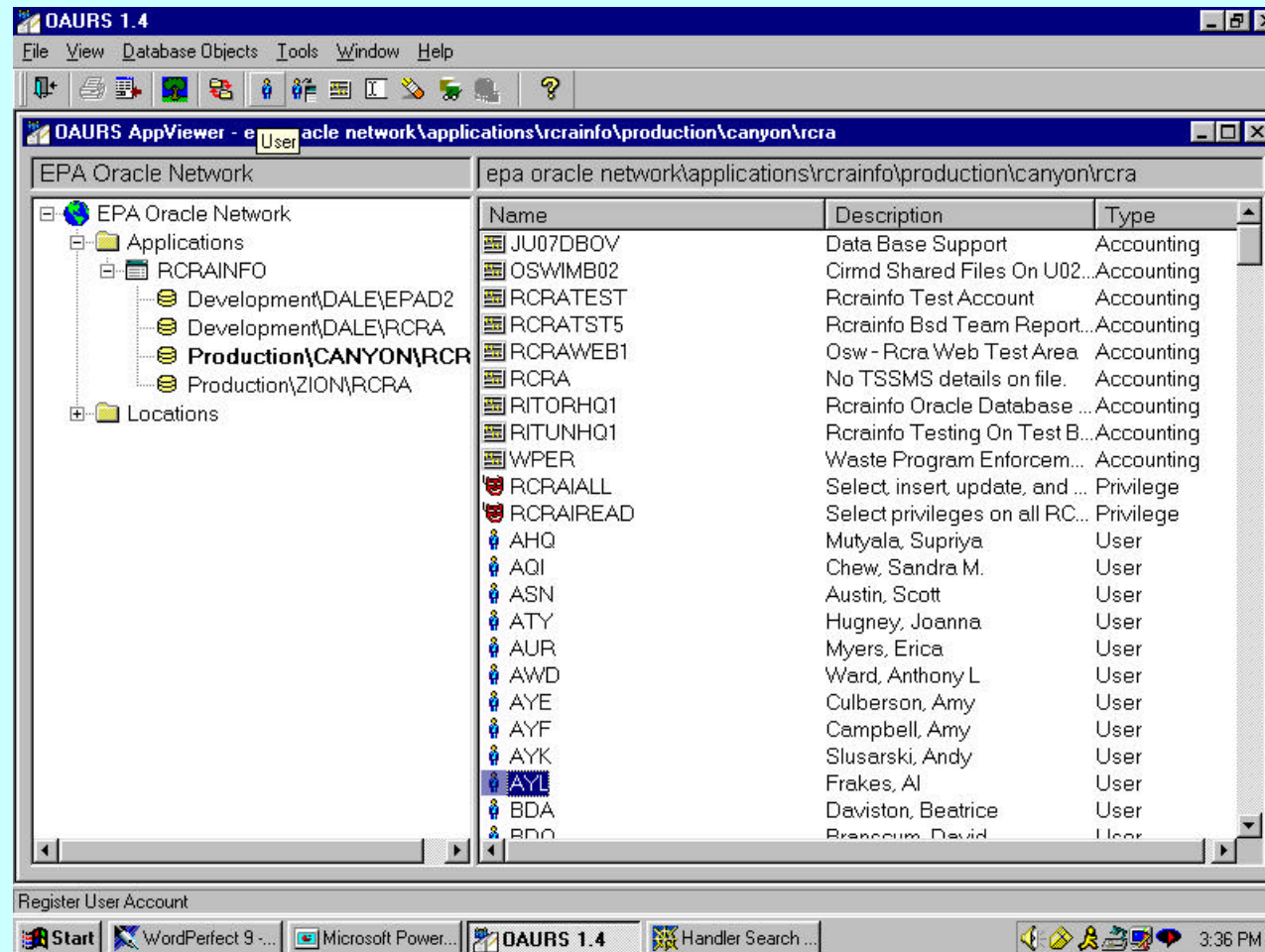
- Double click on RCRAInfo.

OAURS Demo--Maintain User



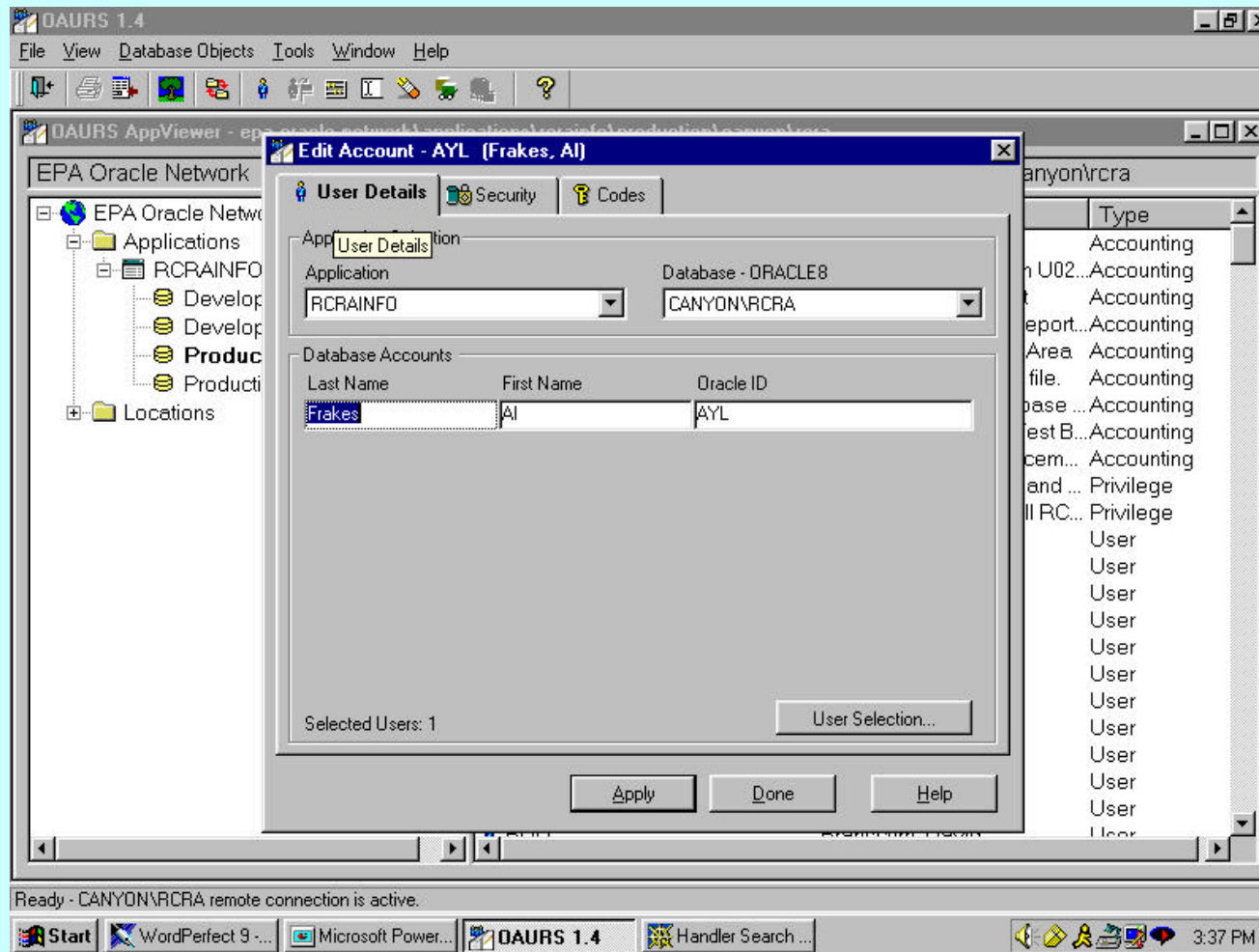
- Click on Database you wish to select.

OAURS Demo--Maintain User



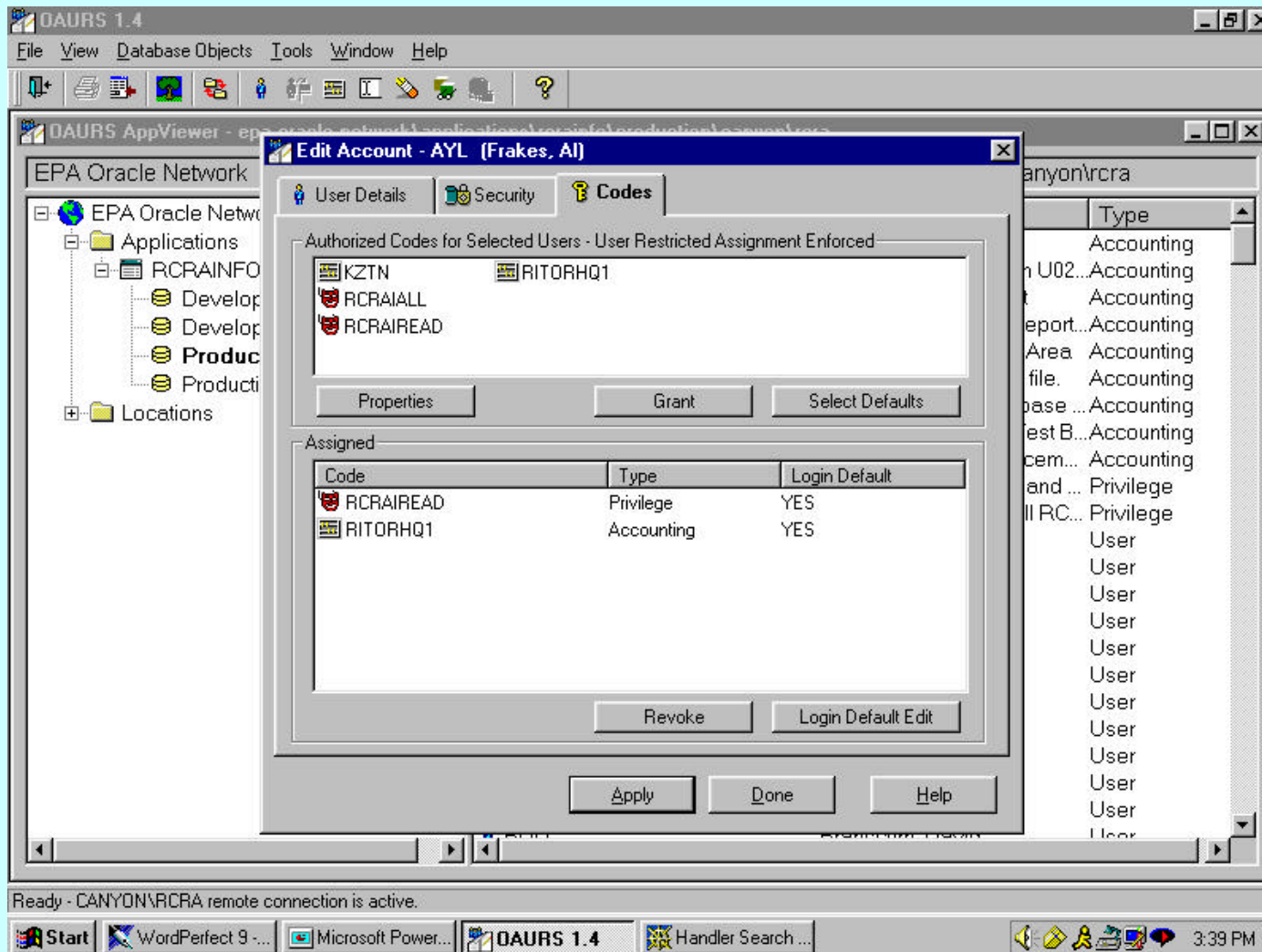
- List of application accounts, roles, and registered users is displayed.
- Scroll to find & select user you wish to maintain.

OAURS Demo--Maintain User



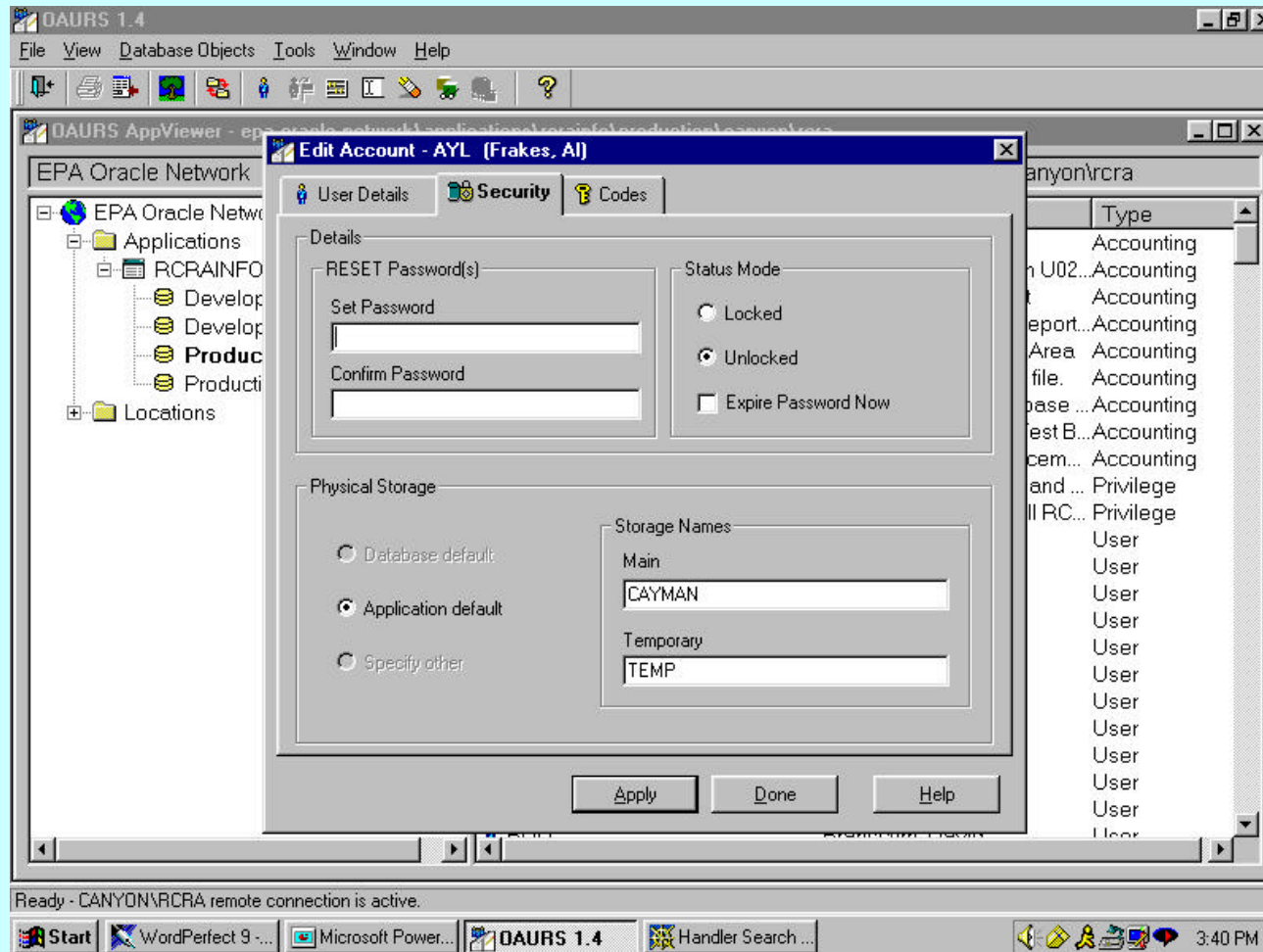
- Edit Account screen for selected user is displayed.

OAURS Demo--Maintain User



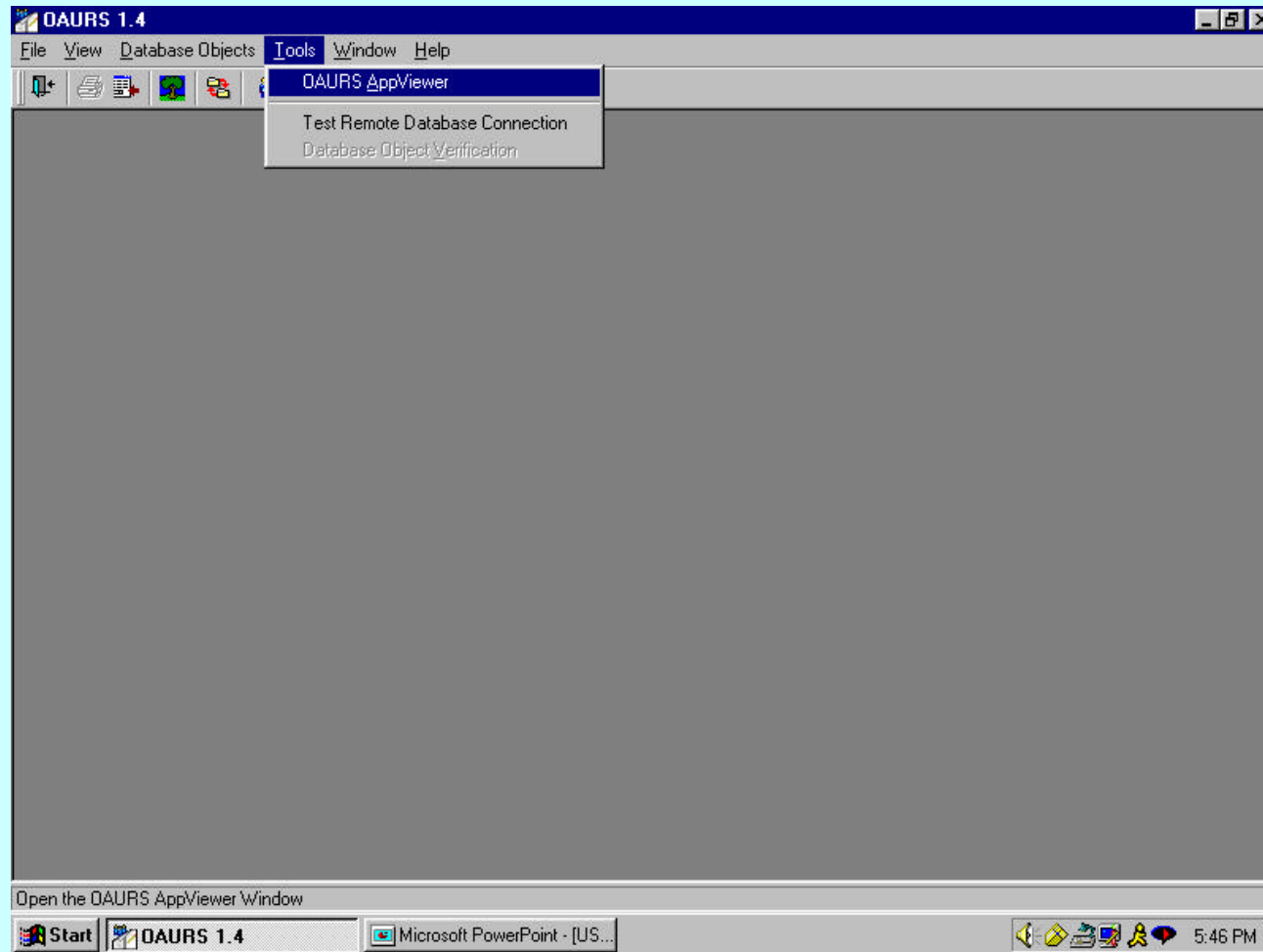
- Click on **Codes** tab to view & maintain existing account & user role assignments.

OAURS Demo--Maintain User



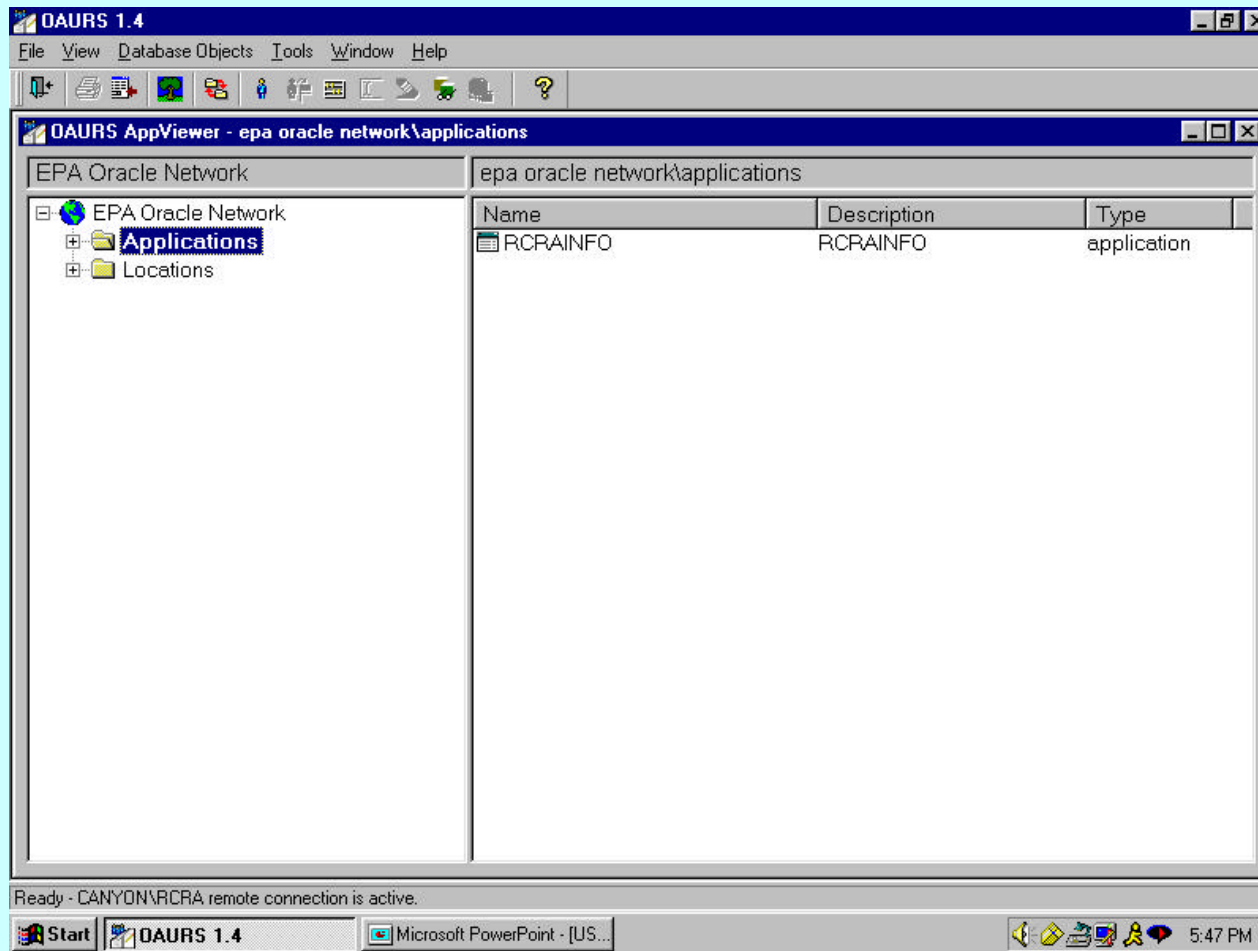
- Click on **Security** to reset password.
- Cannot reuse last **five** passwords.

OAURS Demo--Delete User



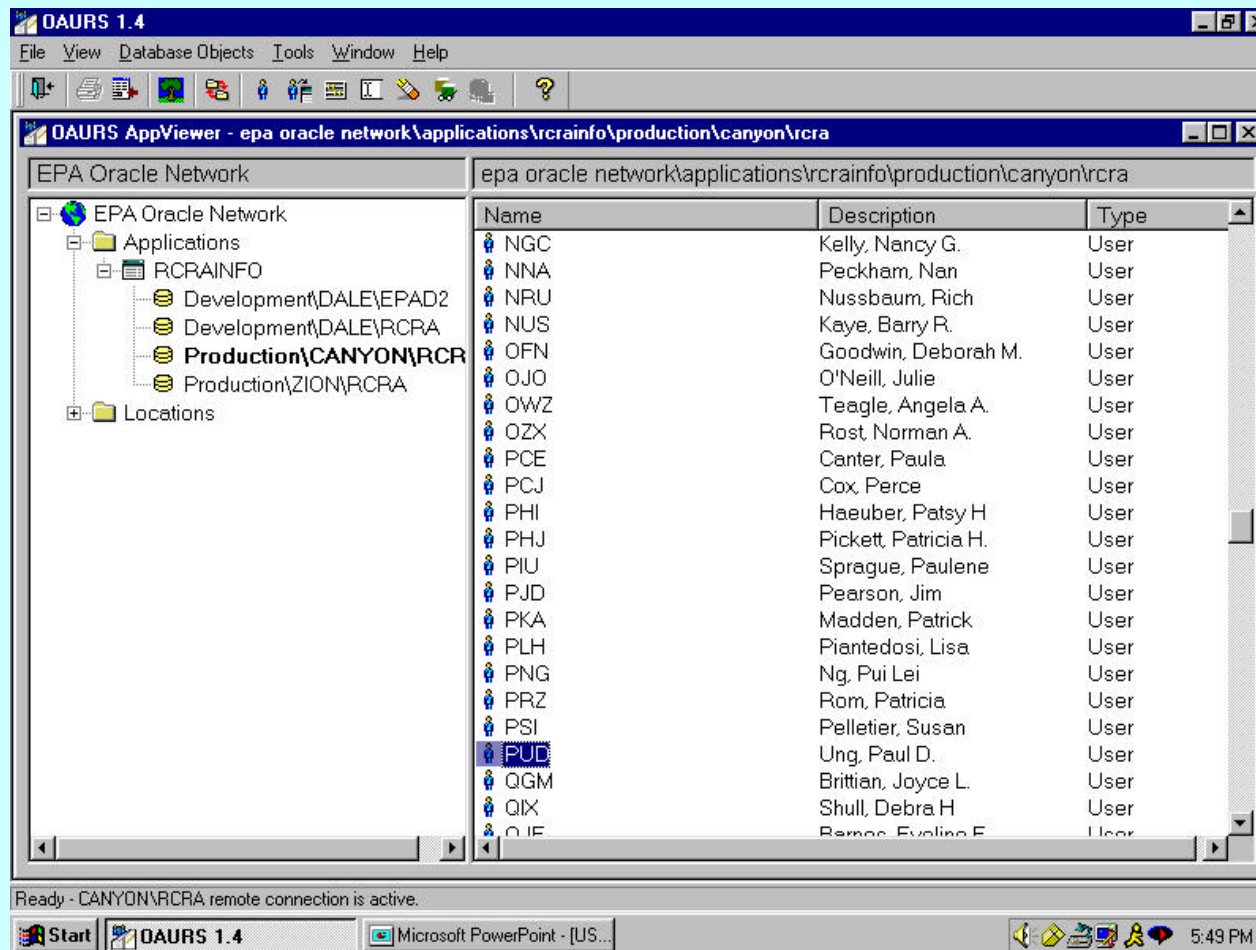
- Select Tools; then OAURS AppViewer.

OAURS Demo--Delete User



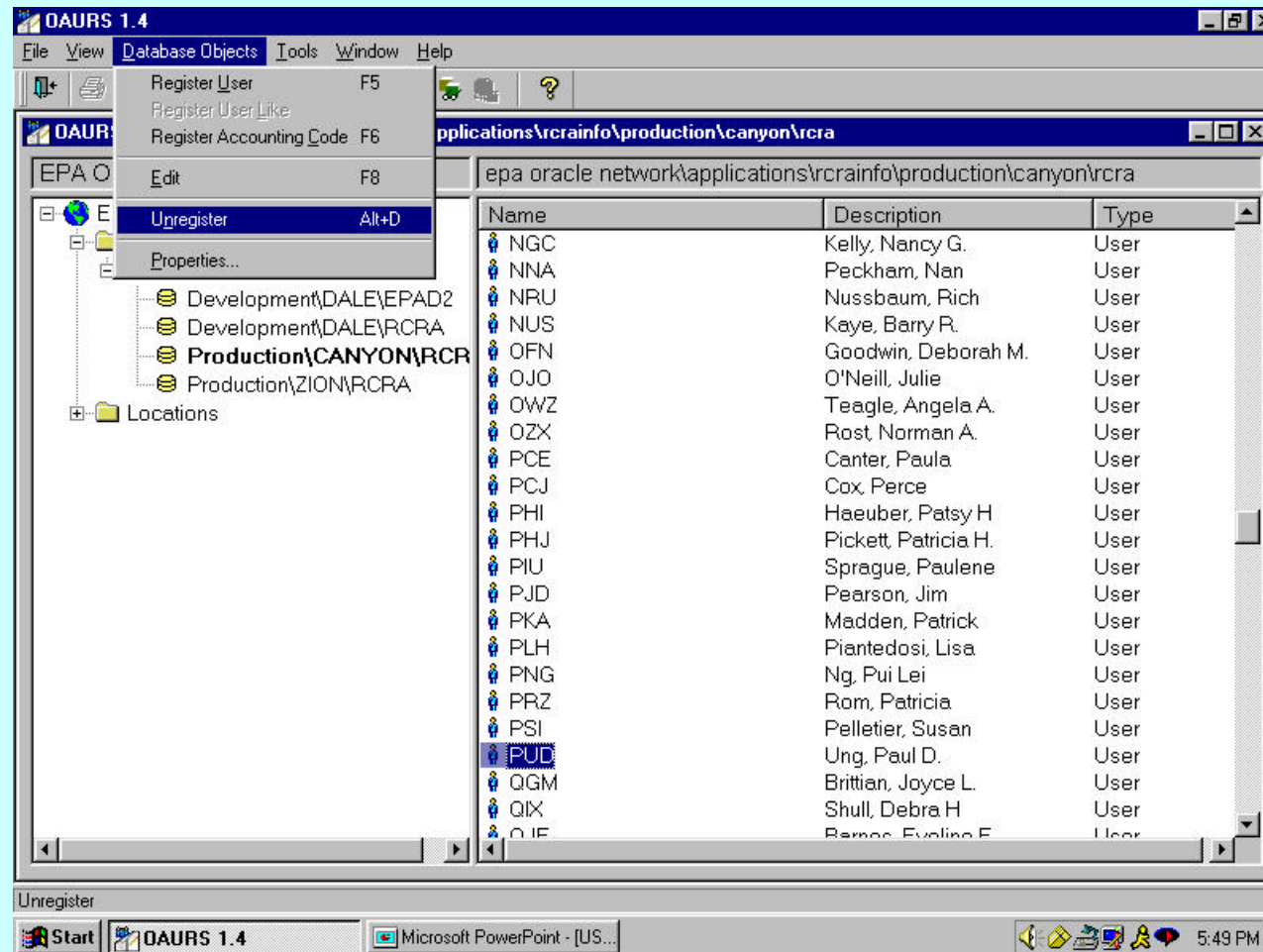
- Select RCRAInfo application.

OAURS Demo--Delete User



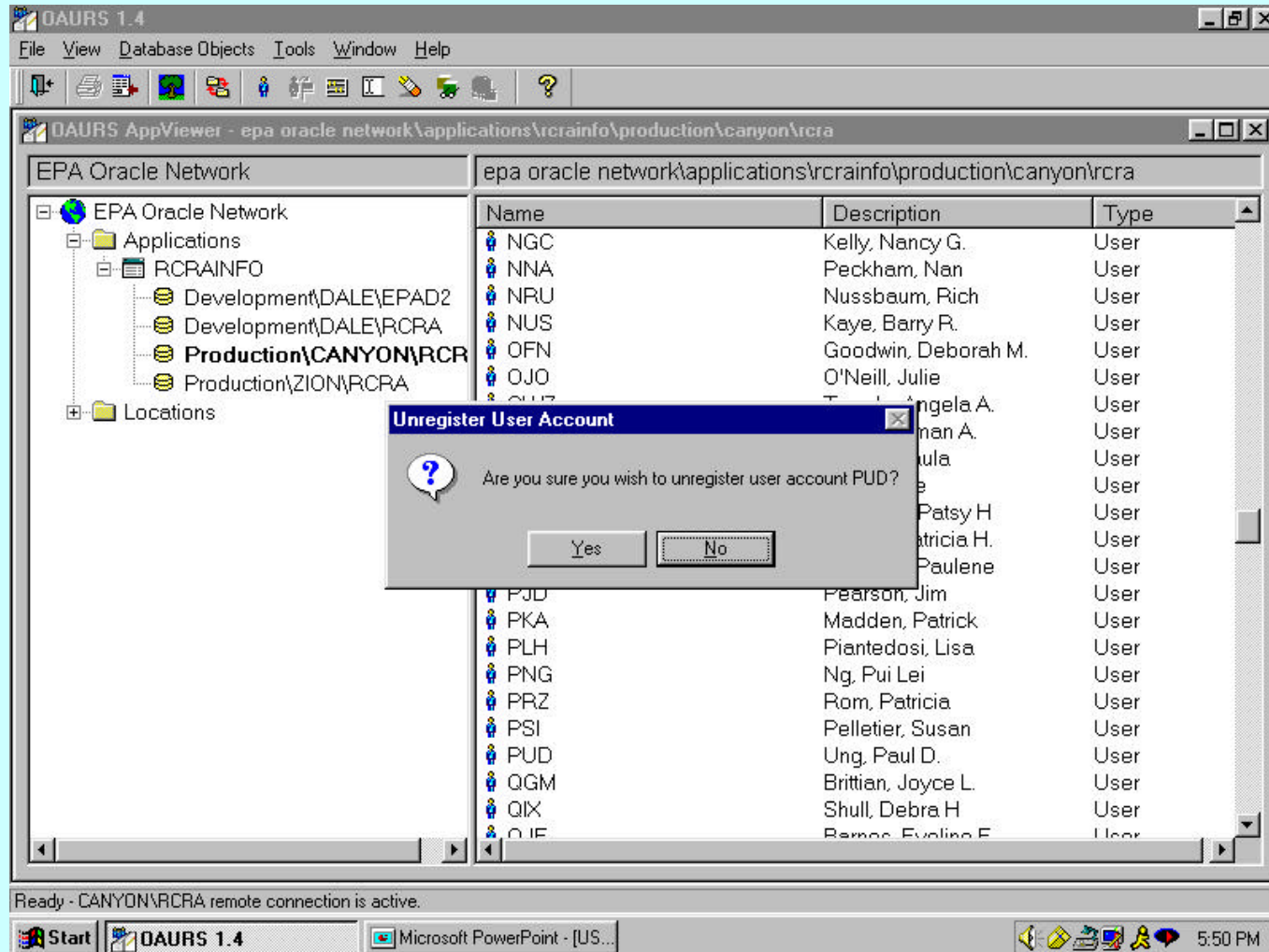
- Select & establish connection to desired database to get user list.
- Locate user you wish to delete.

OAURS Demo--Delete User



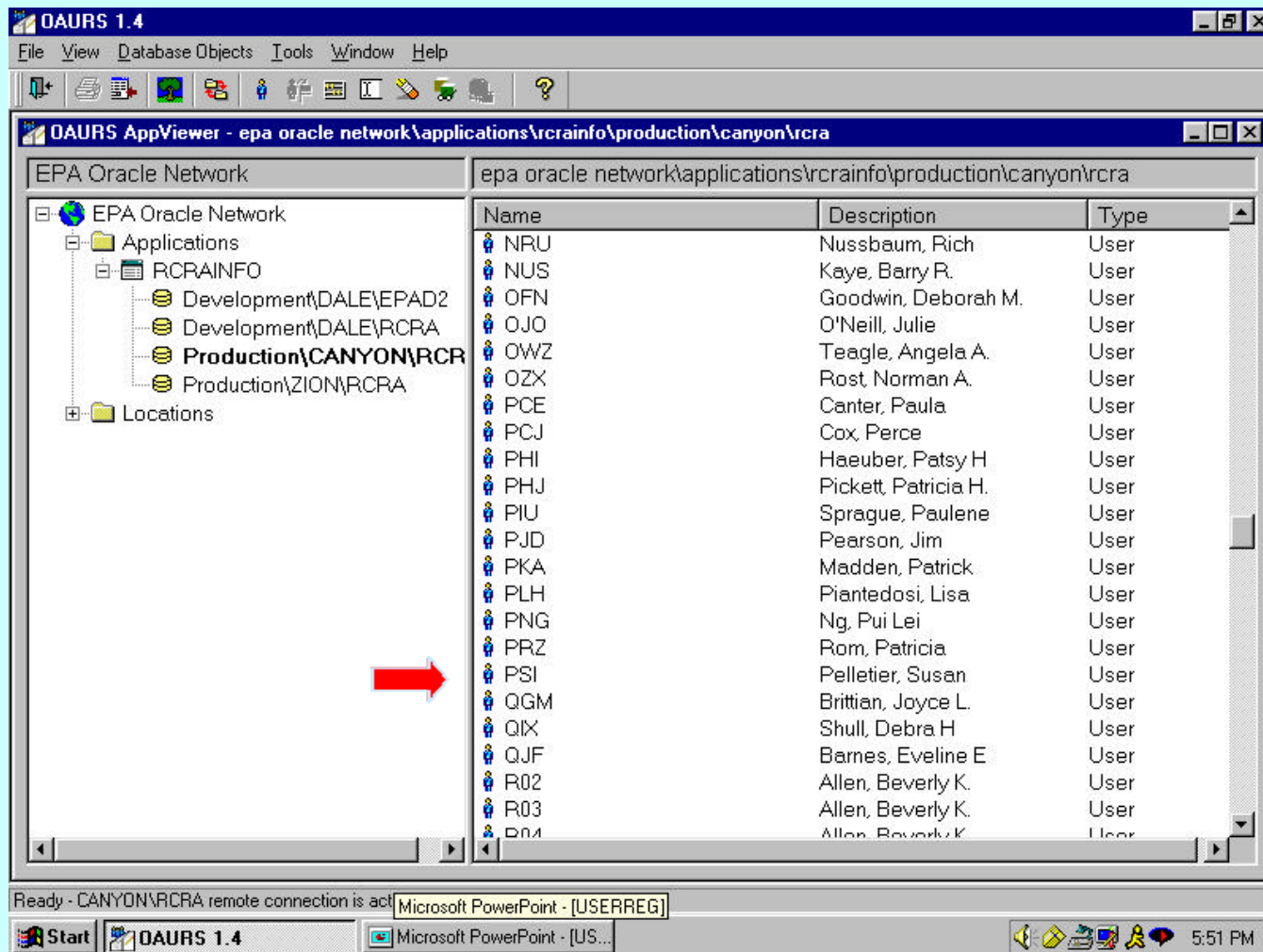
- Click on Database Objects; then pick Unregister option.

OAURS Demo--Delete User



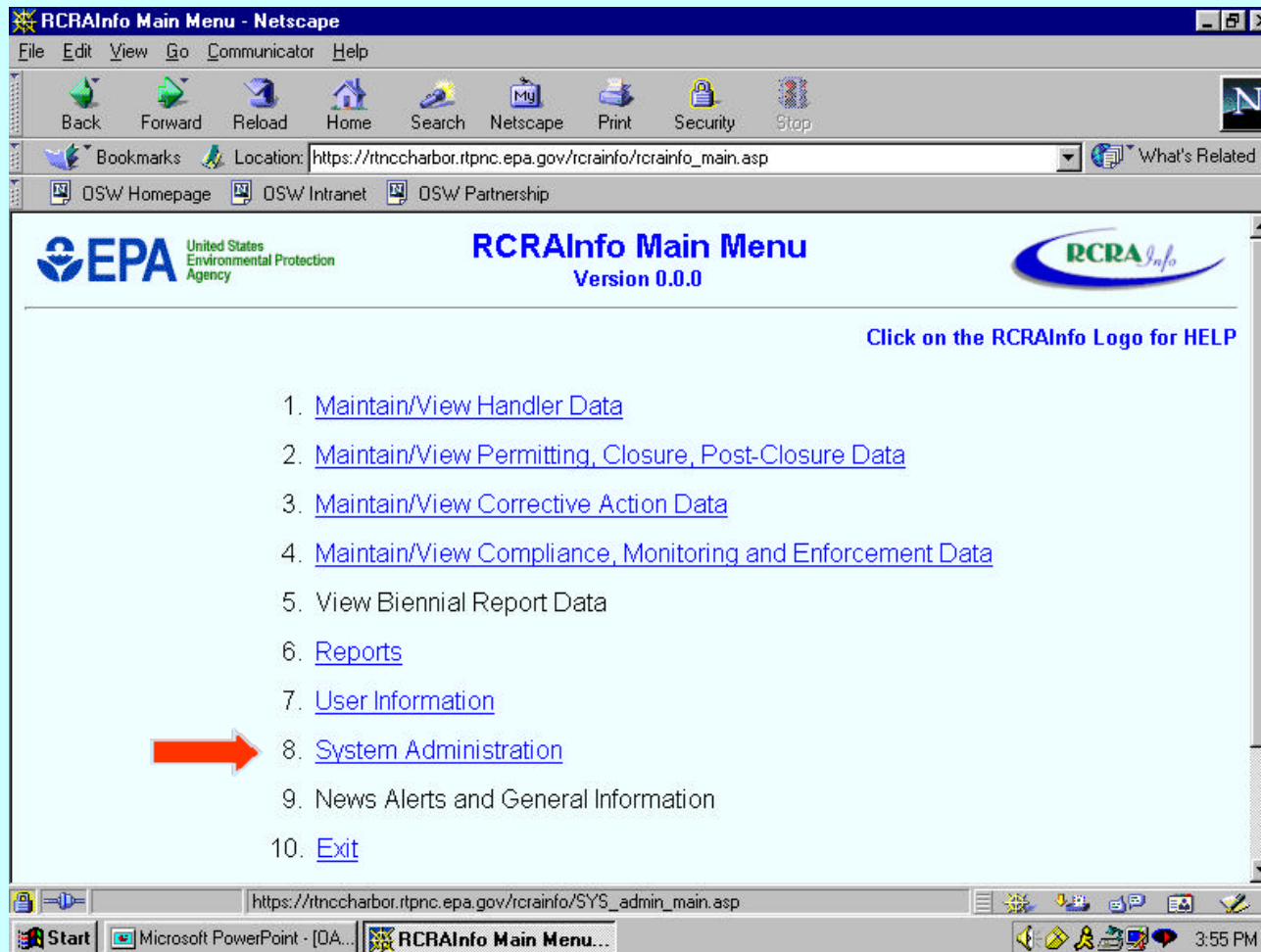
■ You can change your mind now if you want.

OAURS Demo--Delete User



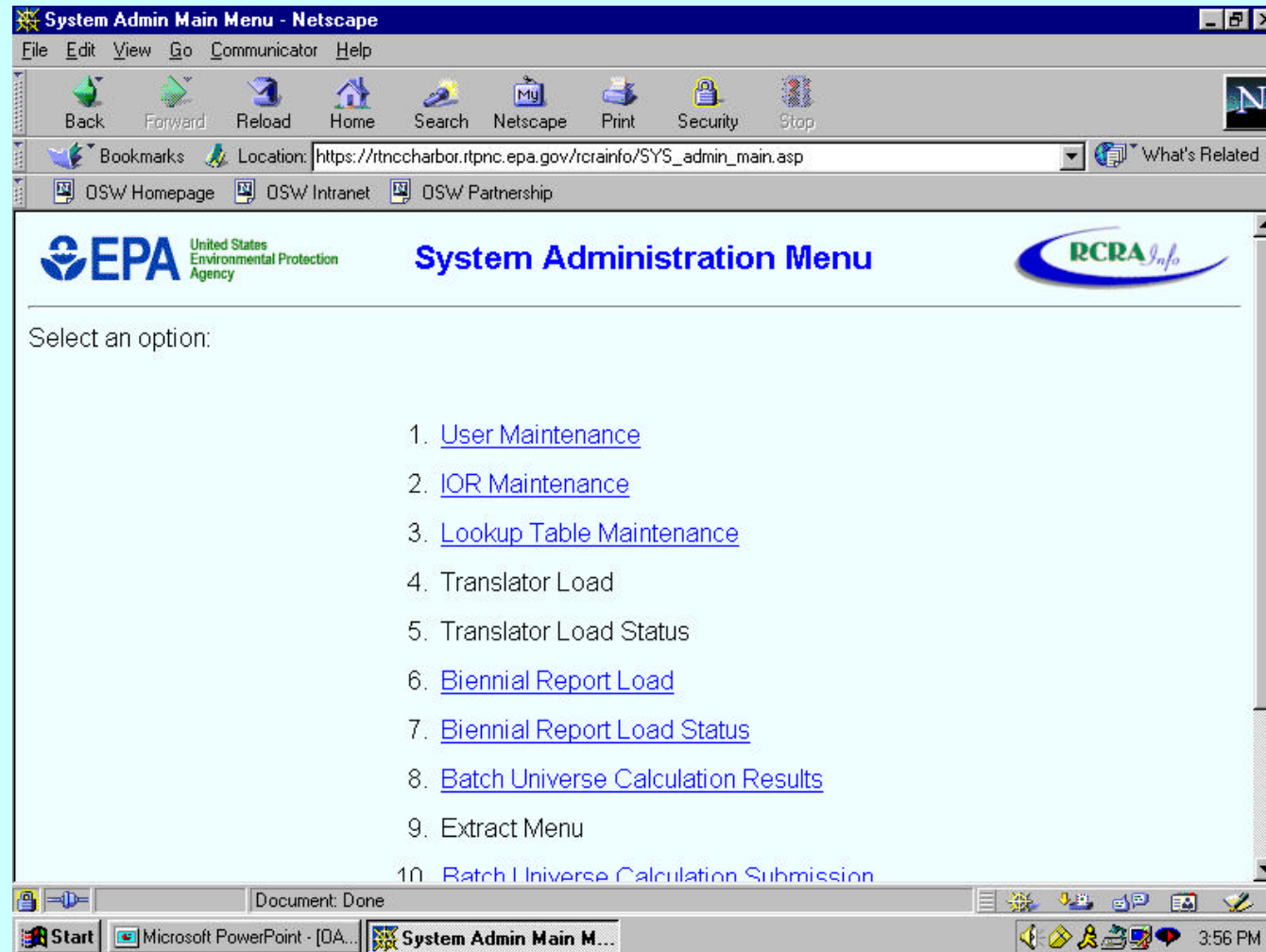
- You can verify that User ID is now gone.

RCRAInfo--Add New User



- Log on to RCRAInfo
- Click on **System Administration**.

RCRAInfo--Add New User



- Click on **User Maintenance**.

RCRAInfo--Add New User

The screenshot shows a Netscape browser window displaying the RCRAInfo User Maintenance Menu. The browser's address bar shows the URL: https://rtnccharbor.rtpnc.epa.gov/rcrainfo/usrmnt/USR_user_main.asp. The page header includes the EPA logo, the text "United States Environmental Protection Agency", and the title "User Maintenance Menu". Below the header, there is a prompt: "Select the user to process or choose the Add New User button below:". A table lists existing users with columns for Last Name, First Name, Userid, and Agency. The table contains 14 rows of user data. The browser's status bar at the bottom shows "Document: Done" and the system clock indicates 3:57 PM.

Last Name	First Name	Userid	Agency
ABEYTA	CINDY	CYJ	NM
AGUILAR	DENISE	DVQ	TX
ALEXANDER	JUNE	DIT	10
ALLEN	BEVERLY	BJA	HQ
AMOND	TERI	TZA	LA
ANDERSON	RENE	REF	ID
ANGELL	GLENN	GAX	ME
AUSTIN	SCOTT	ASN	ME
BACON	GREGORY	GBW	08
BAKK	DAN	DBX	05
BALLARD	CLAIRE	CCH	VA
BARKER	KATHY	BKI	UT

- Scroll to bottom of page.

RCRAInfo--Add New User

Netscape
File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: https://rtnccharbor.rtpnc.epa.gov/rcrainfo/usrmnt/USR_user_main.asp What's Related

OSW Homepage OSW Intranet OSW Partnership

WESTCOTT	DAVID	DWY	CT
WHEELER	SIDNEY	SWM	TX
WHITE	BRIAN	BWI	IL
WHITEHEAD	CAROLINE	CWV	MT
WILKINSON	JENIFER	JWI	TN
WILLIAMS	MARY	MWK	MO
WILSON	GMERICE	GWJ	03
WOODSON	DENNIS	DSQ	TN
WRIGHT	TIM	TWS	ME
YASUDA	DEAN	DYH	WA
YEAGER	LISA	LYE	SC
ZVANOVEC	DENISE	DZG	09

[Add New User](#) Go To

URL: /Users/USR_user_main.asp

javascript: button("USR_user_upd.asp?userid=0")

Start Microsoft PowerPoint - [DA... Netscape 3:57 PM

■ Click on Add New User

RCRAInfo--Add New User

EPA United States Environmental Protection Agency

Add New User

User Information

Userid:

First Name: Last Name:

Email Address: Agency:

Notes:

Permission Information

Handler	<input type="text" value="1 - Read"/>
Permitting	<input type="text" value="1 - Read"/>
Corrective Action	<input type="text" value="1 - Read"/>

Dropdown Menu:

- NJ - New Jersey
- NM - New Mexico
- NN - Navajo Nations
- NY - New York
- NV - Nevada
- OH - Ohio
- OK - Oklahoma
- OR - Oregon
- PA - Pennsylvania
- PR - Puerto Rico
- RI - Rhode Island
- SC - South Carolina
- SD - South Dakota
- TN - Tennessee**
- TT - Trust Territories
- TX - Texas
- UT - Utah
- VA - Virginia
- VI - Virgin Islands
- VT - Vermont

■ Supply User Information

RCRAInfo--Add New User

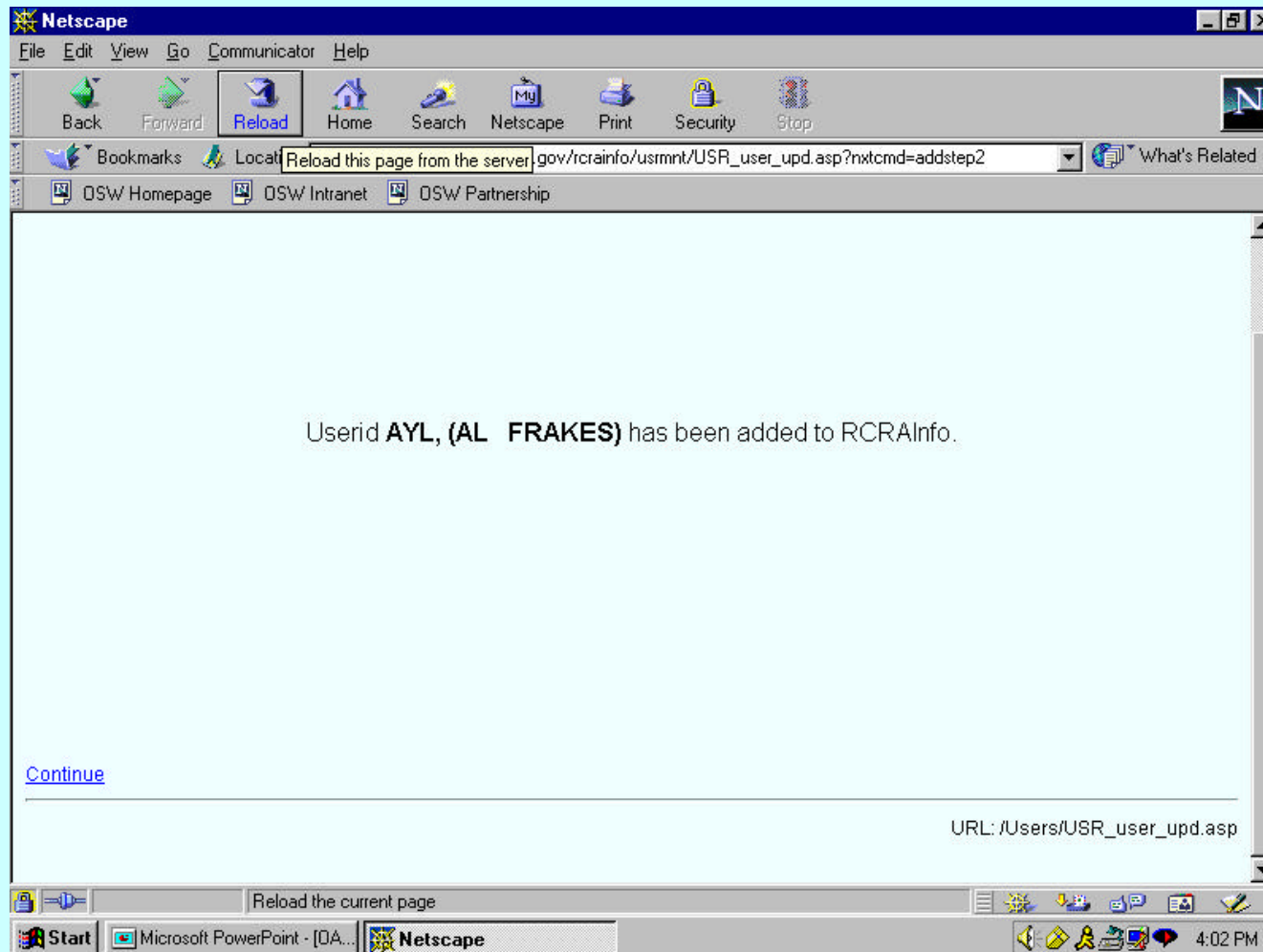
Permission Information	
Handler	4 - Read, Add, Update, Delete
Permitting	4 - Read, Add, Update, Delete
Corrective Action	4 - Read, Add, Update, Delete
Compliance Monitoring and Enforcement	4 - Read, Add, Update, Delete
Biennial Report Load	0 - None
User Maintenance	1 - Read
Table Maintenance	4 - Read, Add, Update, Delete

[Save](#) Go To

URL: /Users/USR_user_upd.asp

- Assign permission levels for each module.
- Click **Save**.

RCRAInfo--Add New User



- You receive confirmation of your transaction.
- Click Continue.

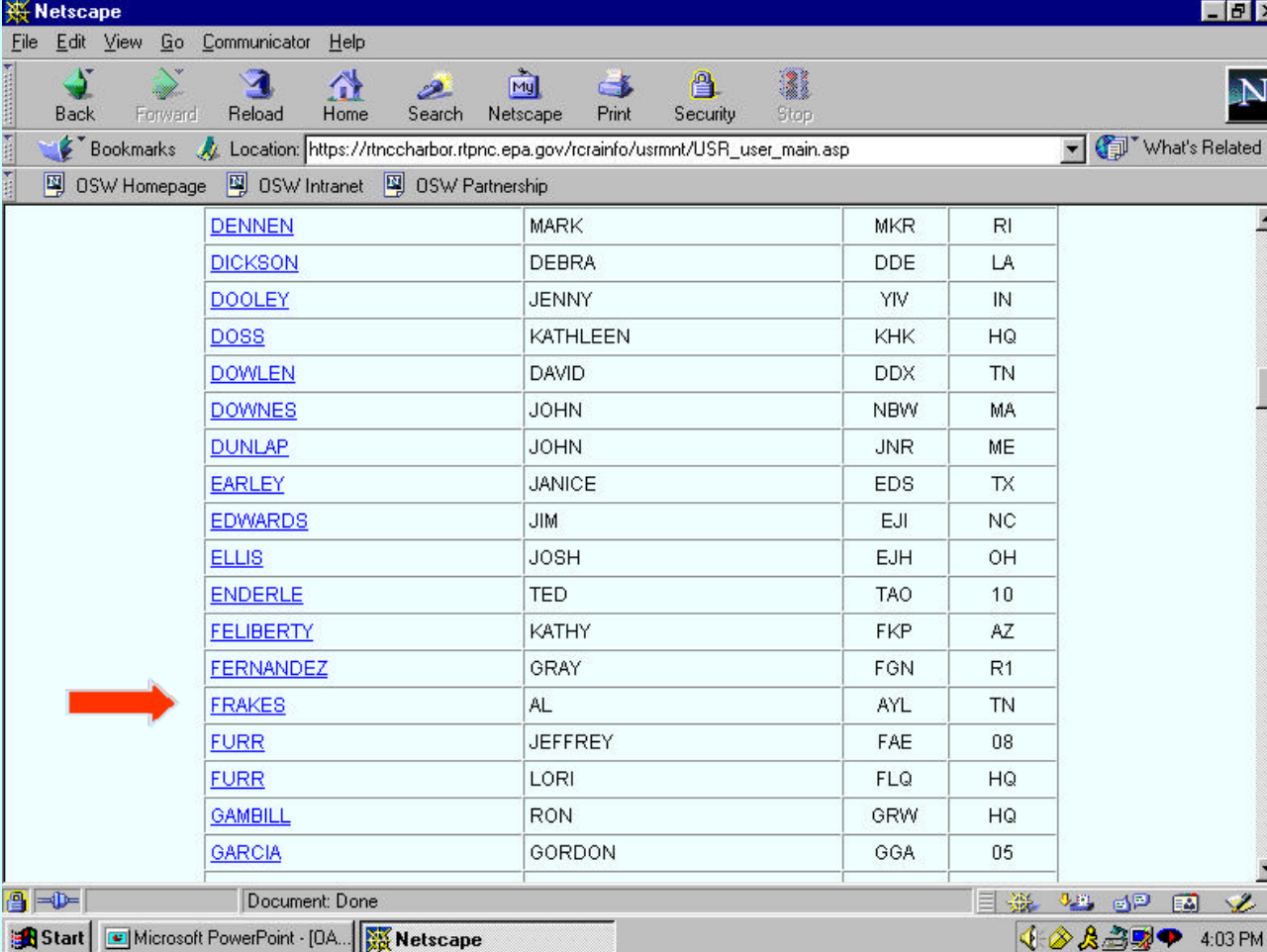
RCRAInfo--Add New User

Select the user to process or choose the Add New User button below:

Last Name	First Name	Userid	Agency
ABEYTA	CINDY	CYJ	NM
AGUILAR	DENISE	DVQ	TX
ALEXANDER	JUNE	DIT	10
ALLEN	BEVERLY	BKA	HQ
AMOND	TERI	TZA	LA
ANDERSON	RENE	REF	ID
ANGELL	GLENN	GAX	ME
AUSTIN	SCOTT	ASN	ME
BACON	GREGORY	GBW	08
BAKK	DAN	DBX	05
BALLARD	CLAIRE	CCH	VA
BARKER	KATHY	BKI	UT

- You are returned to User Maintenance Menu.
- Scroll down to verify user was added.

RCRAInfo--Add New User



The screenshot shows a Netscape browser window with the address bar displaying https://rtnccharbor.rtpnc.epa.gov/rcrainfo/usrmnt/USR_user_main.asp. The browser window contains a table with user information. A red arrow points to the row for 'FERNANDEZ'.

DENNEN	MARK	MKR	RI
DICKSON	DEBRA	DDE	LA
DOOLEY	JENNY	YIV	IN
DOSS	KATHLEEN	KHK	HQ
DOWLEN	DAVID	DDX	TN
DOWNES	JOHN	NBW	MA
DUNLAP	JOHN	JNR	ME
EARLEY	JANICE	EDS	TX
EDWARDS	JIM	EJI	NC
ELLIS	JOSH	EJH	OH
ENDERLE	TED	TAO	10
FELIBERTY	KATHY	FKP	AZ
FERNANDEZ	GRAY	FGN	R1
FRAKES	AL	AYL	TN
FURR	JEFFREY	FAE	08
FURR	LORI	FLQ	HQ
GAMBILL	RON	GRW	HQ
GARCIA	GORDON	GGA	05

■ There he is...

RCRAInfo-- Maintain Or Delete User

The screenshot shows a Netscape browser window with the address bar displaying https://rtnccharbor.rtpnc.epa.gov/rcrainfo/usrmnt/USR_user_main.asp. The browser's bookmarks bar includes 'OSW Homepage', 'OSW Intranet', and 'OSW Partnership'. The main content area displays a table of users. A red arrow points to the user 'UNG' in the first column of the table.

THOMAS	COLLEEN	RCO	07
THOMAS	DELENE H	DHT	UT
THOMAS	KIM	HOK	09
TKACHENKO	GALINA	GAC	01
TRAVIS	SHARON	EKO	05
TROYER	EMILY	ETW	MD
UNG	PAUL	PUD	09
UPDIKE	DAVID	UDR	R5
VIGNEAULT	ED	EDK	ME
VILLARI	DINA	DVE	HQ
VILLARREAL	MARY	MVW	05
VO	NIN	NAH	TN
WALKER	DEBBIE	DAB	MT
WARD	TONY	AWD	05
WEINHOLD	KEVIN N.	KNB	04
WESTCOTT	DAVID	DWY	CT
WHEELER	SIDNEY	SWM	TX
WHITE	BRIAN	BWI	IL

- From **User Maintenance Menu**, select user you wish to maintain or delete.

RCRAInfo--Maintain or Delete User

EPA United States Environmental Protection Agency **Update User** **RCRA Info**

User Information

Userid:	PUD		
First Name:	<input type="text" value="PAUL"/>	Last Name:	<input type="text" value="UNG"/>
Email Address:	<input type="text" value="ung.paul@epa.gov"/>	Agency:	<input type="text" value="09"/>
Notes:	<input type="text"/>		

Permission Information

Handler	<input type="text" value="4 - Read, Add, Update, Delete"/>
Permitting	<input type="text" value="4 - Read, Add, Update, Delete"/>
Corrective Action	<input type="text" value="4 - Read, Add, Update, Delete"/>

- **Update User** screen appears.
- This user has left organization, so you want to delete him.

RCRAInfo--Maintain or Delete User

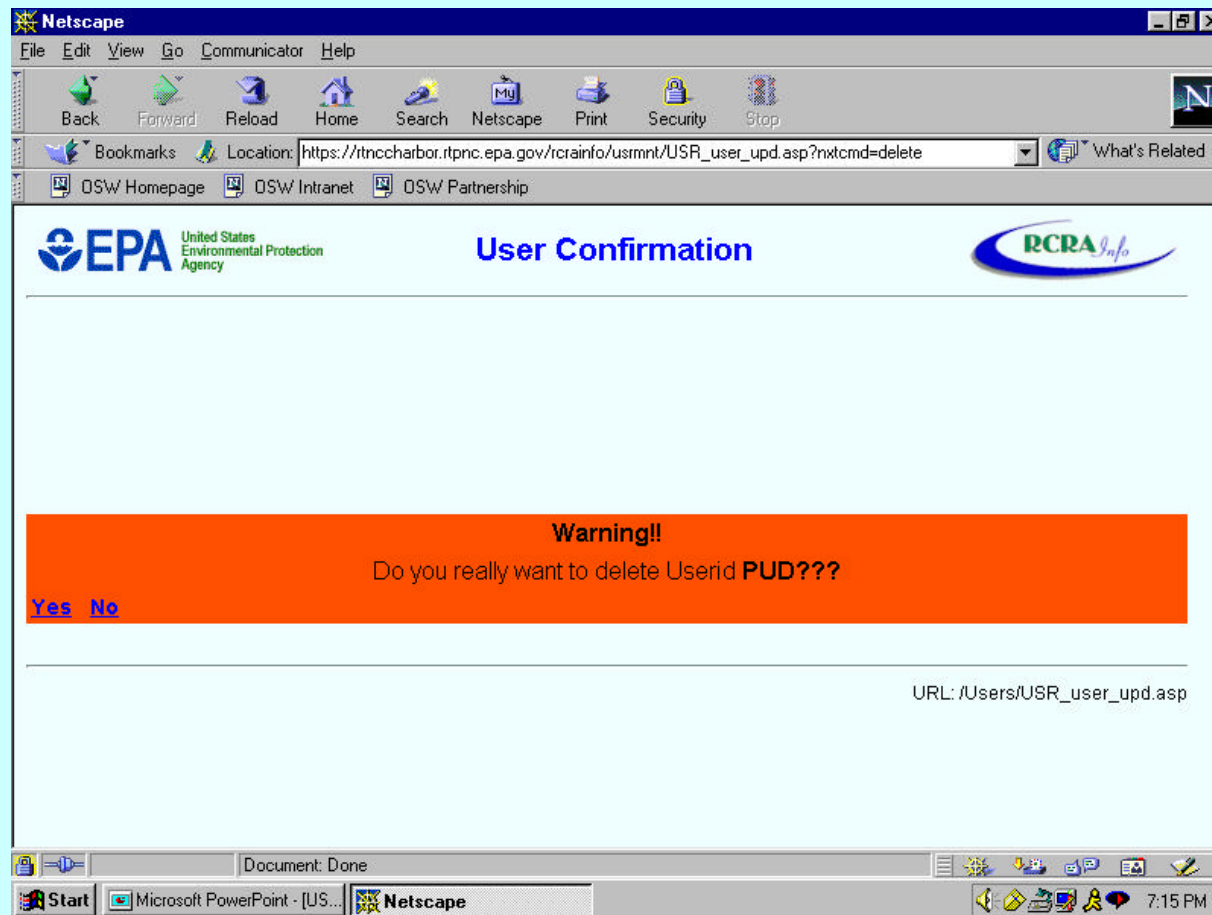
The screenshot shows a Netscape browser window with the address bar displaying `https://rtnccharbor.rtpnc.epa.gov/rcrainfo/usmnt/USR_user_upd.asp?userid=CYJ`. The page content includes a table with the following permissions:

Handler	4 - Read, Add, Update, Delete
Permitting	4 - Read, Add, Update, Delete
Corrective Action	4 - Read, Add, Update, Delete
Compliance Monitoring and Enforcement	4 - Read, Add, Update, Delete
Biennial Report Load	0 - None
User Maintenance	1 - Read
Table Maintenance	4 - Read, Add, Update, Delete

At the bottom of the page, there are links for [Save](#) and [Delete User](#), and a 'Go To' dropdown menu. The status bar at the bottom shows the URL `URL: /Users/USR_user_upd.asp` and the time `7:18 PM`.

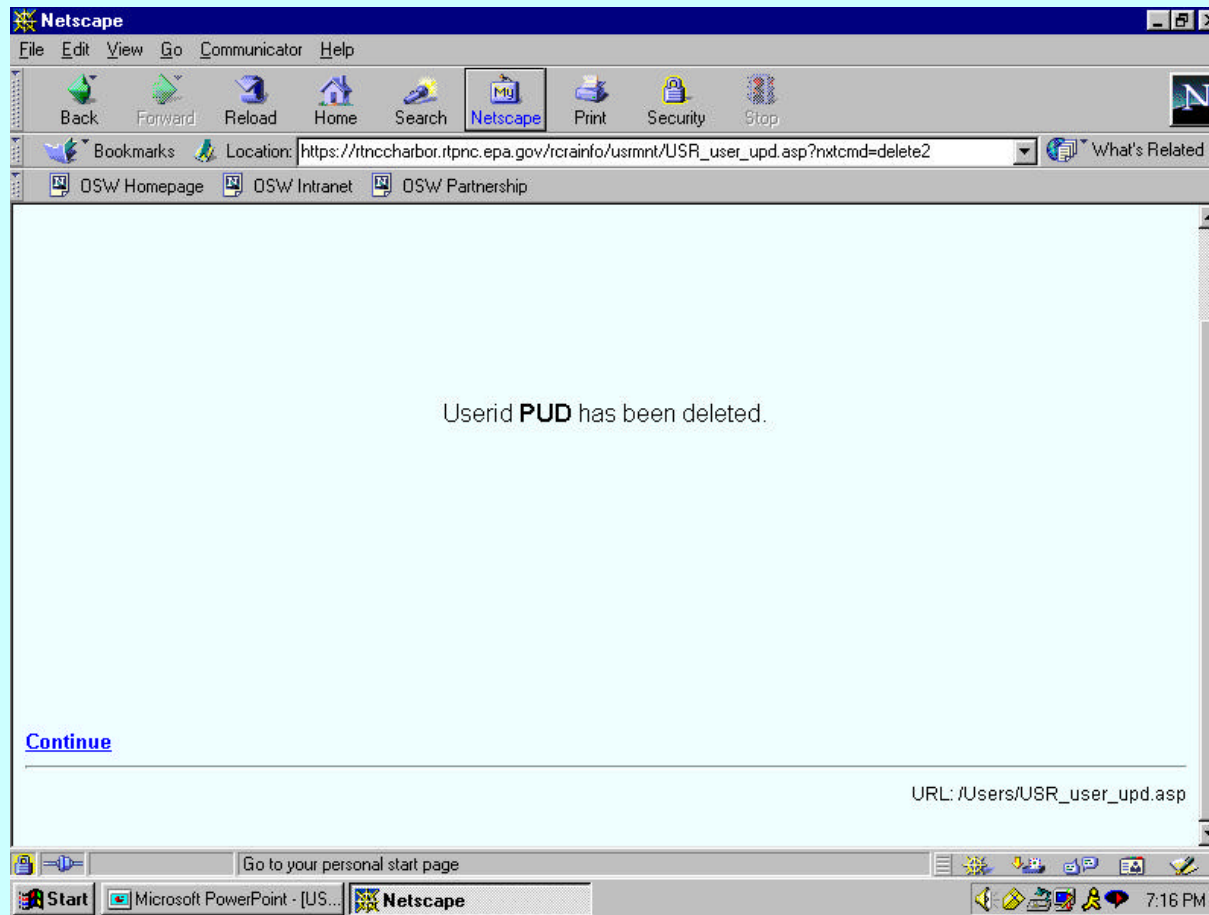
- Scroll to bottom of page and click on **Delete User**.

RCRAInfo--Delete User



- Can't ignore this warning message!!

RCRAInfo--Delete User



- Deed is done...
- Click Continue to return to **User Maintenance Menu**.



End of Presentation

**RCRAInfo National Implementer
Training**

July - August, 2000